




February 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1.	2. 12:00 pm Pitt Worx timecard approval deadline for week ending 1/31/26 12:00 pm biweekly deadline for retroactive changes including timecards 5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding	3. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	4. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	5. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 2/6/26 2:00 pm deadline for dept admins to request ACH reversal for 2/6/26 BW pay	6. Biweekly Payday QuickPay payday for Biweekly & Monthly	7.
8.	9. 12:00 pm Pitt Worx timecard approval deadline for week ending 2/7/26	10. 	11.	12. 9:00 am deadline for depts to request QuickPays dated for 2/13/26 12:00 pm UPP2 retroactive processing deadline for prior month pay changes 5:00 pm deadline for UPP2 new hires/rehires to be completed which includes onboarding and Pitt Worx employee action changes approval deadline	13. QuickPay payday for Biweekly & Monthly <i>UPP2 Day 1</i>	14.
15.	16. <i>UPP2 Day 2</i> 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries 12:00 pm Pitt Worx timecard approval deadline for week ending 2/14/26 12:00 pm biweekly deadline for retroactive changes including timecards 5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding	17. <i>Biweekly Day 1</i> 7:00 am final UPP2 payroll registers available 1:00 pm biweekly Pitt Worx employee action changes approval deadline	18. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	19. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 2/20/26 12:00 pm monthly retroactive processing deadline for prior month pay changes 2:00 pm deadline for dept admins to request ACH reversal for 2/20/26 BW pay 5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	20. Biweekly Payday QuickPay payday for Biweekly & Monthly <i>Monthly Day 1</i> 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	21.
22.	23. <i>Monthly Day 2</i> 7:00 am preview monthly payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 2/21/26 6:00 pm deadline for dept admins to request monthly retries	24. 	25. 7:00 am final monthly payroll registers available 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	26. 9:00 am deadline for depts to request QuickPays dated for 2/27/26	27. Monthly Payday QuickPay payday for Biweekly & Monthly 	28.

*Please note that your department may have earlier internal deadlines. For additional questions on your department's specific deadlines, please review with your department administrator.