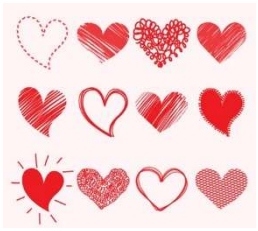
| February 2027 | | | | | | |
|---|---|---|---|---|---|---|
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| | 1.<br>12:00 pm Pitt Worx timecard approval deadline for week ending 1/30/27<br><br>12:00 pm biweekly deadline for retroactive changes including timecards<br><br>5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding | 2.<br>*Biweekly Day 1*<br><br>1:00 pm biweekly Pitt Worx employee action changes approval deadline | 3.<br>*Biweekly Day 2*<br><br>7:00 am preview biweekly payroll registers available<br><br>11:00 am deadline for dept admins to request biweekly retries | 4.<br>7:00 am final biweekly payroll registers available<br><br>9:00 am deadline for depts to request QuickPays dated for 2/5/27<br><br>2:00 pm deadline for dept admins to request ACH reversal for 2/5/27 BW pay | 5.<br>**Biweekly Payday**<br>**QuickPay paydate for Biweekly & Monthly** | 6. |
| 7. | 8.<br>12:00 pm Pitt Worx timecard approval deadline for week ending 2/6/27 | 9.<br> | 10. | 11.<br>9:00 am deadline for depts to request QuickPays dated for 2/12/27<br><br>12:00 pm UPP2 retroactive processing deadline for prior month pay changes<br><br>5:00 pm deadline for UPP2 new hires/rehires to be completed which includes onboarding and Pitt Worx employee action changes approval deadline | 12.<br>**QuickPay paydate for Biweekly & Monthly**<br><br>*UPP2 Day 1* | 13. |
| 14. | 15.<br>*UPP2 Day 2*<br><br>7:00 am preview UPP2 payroll registers available<br><br>10:00 am UPP2 deadline for dept admin to request retries<br><br>12:00 pm Pitt Worx timecard approval deadline for week ending 2/13/27<br><br>12:00 pm biweekly deadline for retroactive changes including timecards<br><br>5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding | 16.<br>*Biweekly Day 1*<br><br>7:00 am final UPP2 payroll registers available<br><br>1:00 pm biweekly Pitt Worx employee action changes approval deadline | 17.<br>*Biweekly Day 2*<br><br>7:00 am preview biweekly payroll registers available<br><br>11:00 am deadline for dept admins to request biweekly retries | 18.<br>7:00 am final biweekly payroll registers available<br><br>9:00 am deadline for depts to request QuickPays dated for 2/19/27<br><br>12:00 pm monthly retroactive processing deadline for prior month pay changes<br><br>2:00 pm deadline for dept admins to request ACH reversal for 2/19/27 BW pay<br><br>5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding | 19.<br>**Biweekly Payday**<br>**QuickPay paydate for Biweekly & Monthly**<br><br>*Monthly Day 1*<br><br>1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires | 20. |
| 21. | 22.<br>*Monthly Day 2*<br><br>7:00 am preview monthly payroll registers available<br><br>12:00 pm Pitt Worx timecard approval deadline for week ending 2/20/27<br><br>6:00 pm deadline for dept admins to request monthly retries | 23.<br> | 24.<br>7:00 am final monthly payroll registers available<br><br>2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal | 25.<br>9:00 am deadline for depts to request QuickPays dated for 2/26/27 | 26.<br>**Monthly Payday**<br>**QuickPay paydate for Biweekly & Monthly** | 27. |

*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.