



# June 2025

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