

May 2026							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1. Biweekly Payday QuickPay paydate for Biweekly & Monthly	2.	
3.	4. 12:00 pm Pitt Worx timecard approval deadline for week ending 5/2/26	5.	6. 	7. 9:00 am deadline for depts to request QuickPays dated for 5/8/26	8. QuickPay paydate for Biweekly & Monthly	9.	
10.	11. 12:00 pm Pitt Worx timecard approval deadline for week ending 5/9/26 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	12. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	13. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	14. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 5/15/26 2:00 pm deadline for dept admins to request ACH reversal for 5/15/26 BW pay	15. Biweekly Payday QuickPay paydate for Biweekly & Monthly 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	16.	
17.	18. <i>UPP2 Day 1</i> 12:00 pm Pitt Worx timecard approval deadline for week ending 5/16/26	19. <i>UPP2 Day 2</i> 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries	20. 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. <i>Monthly Day 1</i> 9:00 am deadline for depts to request QuickPays dated for 5/22/26 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	22. QuickPay paydate for Biweekly ONLY <i>Monthly Day 2</i> 7:00 am preview monthly payroll registers available 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 6:00 pm deadline for dept admins to request monthly retries	23.	
24.	25. UNIVERSITY HOLIDAY – UNIVERSITY CLOSED 	26. <i>Biweekly Day 1</i> 12:00 pm Pitt Worx timecard approval deadline for week ending 5/23/26 1:00 pm biweekly Pitt Worx employee action changes approval deadline	27. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 7:00 am final monthly payroll registers available 11:00 am deadline for dept admins to request biweekly retries 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	28. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 5/29/26 2:00 pm deadline for dept admins to request ACH reversal for 5/29/26 BW pay	29. Biweekly Payday Monthly Payday QuickPay paydate for Biweekly & Monthly	30.	

*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.