





November 2025

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