



October 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	2. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 10/3/25 2:00 pm deadline for dept admins to request ACH reversal for 10/3/25 BW pay	3. Biweekly Payday QuickPay paydate for Biweekly & Monthly	4.
5.	6. 12:00 pm Pitt Worx timecard approval deadline for week ending 10/4/25	7.	8.	9. 9:00 am deadline for depts to request QuickPays dated for 10/10/25	10. QuickPay paydate for Biweekly & Monthly	11.
12.	13. 12:00 pm Pitt Worx timecard approval deadline for week ending 10/11/25 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	14. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	15. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	16. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 10/17/25 2:00 pm deadline for dept admins to request ACH reversal for 10/17/25 BW pay	17. Biweekly Payday QuickPay paydate for Biweekly & Monthly	18.
19.	20. 12:00 pm Pitt Worx timecard approval deadline for week ending 10/18/25 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	21. <i>UPP2 Day 1</i> 	22. <i>UPP2 Day 2</i> 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries	23. 7:00 am final UPP2 payroll registers available 9:00 am deadline for depts to request QuickPays dated for 10/24/25 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	24. QuickPay paydate for Biweekly & Monthly <i>Monthly Day 1</i> 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	25.
26.	27. <i>Monthly Day 2</i> 7:00 am preview monthly payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 10/25/25 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	28. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	29. <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	30. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 10/31/25 2:00 pm deadline for dept admins to request ACH reversal for 10/31/25 BW pay	31. Biweekly Payday Monthly Payday QuickPay paydate for Biweekly & Monthly 