September 2025						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
	1. **UNIVERSITY HOLIDAY – UNIVERSITY CLOSED** *HAPPY Labor Day*	2. *Biweekly Day 1* 12:00 pm Pitt Worx timecard approval deadline for week ending 8/30/25 1:00 pm biweekly Pitt Worx employee action changes approval deadline	3. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	4. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 9/5/25 2:00 pm deadline for dept admins to request ACH reversal for 9/5/25 BW pay	5. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly**	6.
7.	8. 12:00 pm Pitt Worx timecard approval deadline for week ending 9/6/25	9.	10.	11. 9:00 am deadline for depts to request QuickPays dated for 9/12/25	12. **QuickPay paydate for Biweekly & Monthly**	13.
14.	15. 12:00 pm Pitt Worx timecard approval deadline for week ending 9/13/25 12:00 pm biweekly deadline for retroactive changes including timecards 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 5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding	16. *Biweekly Day 1* *UPP2 Day 1* 1:00 pm biweekly Pitt Worx employee action changes approval deadline	17. *Biweekly Day 2* *UPP2 Day 2* 7:00 am preview biweekly payroll registers available 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries 11:00 am deadline for dept admins to request biweekly retries	18. 7:00 am final biweekly payroll registers available 7:00 am final UPP2 payroll registers available 9:00 am deadline for depts to request QuickPays dated for 9/19/25 2:00 pm deadline for dept admins to request ACH reversal for 9/19/25 BW pay	19. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly**	20.
21.	22. 12:00 pm Pitt Worx timecard approval deadline for week ending 9/20/25 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	23. *Monthly Day 1* 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	24. *Monthly Day 2* 7:00 am preview monthly payroll registers available 6:00 pm deadline for dept admins to request monthly retries	25. 9:00 am deadline for depts to request QuickPays dated for 9/26/25	26. **QuickPay paydate for Biweekly ONLY** 7:00 am final monthly payroll registers available 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	27.
28.	29. 12:00 pm Pitt Worx timecard approval deadline for week ending 9/27/25 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	30. **Monthly Payday** *Biweekly Day 1* 1:00 pm biweekly Pitt Worx employee action changes approval deadline				