

June 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1. 12:00 pm Pitt Worx timecard approval deadline for week ending 5/30/26	2.	3.	4. 9:00 am deadline for depts to request QuickPays dated for 6/5/26	5. QuickPay payday for Biweekly & Monthly	6.
7.	8. 12:00 pm Pitt Worx timecard approval deadline for week ending 6/6/26 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	9. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	10. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	11. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 6/12/26 2:00 pm deadline for dept admins to request ACH reversal for 6/12/26 BW pay	12. Biweekly Payday QuickPay payday for Biweekly & Monthly	13.
14.	15. 12:00 pm Pitt Worx timecard approval deadline for week ending 6/13/26	16. 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> 9:00 am deadline for depts to request QuickPays dated for 6/18/26	18. QuickPay payday for Biweekly & Monthly <i>UPP2 Day 2</i> 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries	19. UNIVERSITY HOLIDAY – UNIVERSITY CLOSED 	20.
21.	22. 7:00 am final UPP2 payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 6/20/26 12:00 pm biweekly deadline for retroactive changes including timecards 12:00 pm monthly retroactive processing deadline for prior month pay changes 5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding 5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	23. <i>Biweekly Day 1 Monthly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	24. <i>Biweekly Day 2 Monthly Day 2</i> 7:00 am preview biweekly payroll registers available 7:00 am preview monthly payroll registers available 11:00 am deadline for dept admins to request biweekly retries 6:00 pm deadline for dept admins to request monthly retries	25. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 6/26/26 2:00 pm deadline for dept admins to request ACH reversal for 6/26/26 BW pay	26. Biweekly Payday QuickPay payday 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 6/27/26	30. Monthly Payday				

*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.