



UNC GREENSBORO

Employee Leave/Time Reporting Schedule including Pay Stub Available and Pay Dates

Calendar Year	Payroll Number	Payroll Month	Leave/Time Reporting Month	SPA NonExempt Leave/Exception Time	EPA /SPA Exempt Leave	Hourly Time Worked	PHATIME Time Entry 8PM*	UNCGENIE Pay Stub Available Date	Pay Date
2019	1	January	Dec 2018	Dec 2 - Dec 29	Dec 1 - Dec 31	Dec 2 - Jan 10	Jan 14	Jan 25	Jan 31
2019	2	February	Jan 2019	Dec 30 - Feb 2	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 12	Feb 22	Feb 28
2019	3	March	Feb 2019	Feb 3 - Mar 2	Feb 1 - Feb 28	Feb 11 - Mar 10	Mar 13	Mar 25	Mar 29
2019	4	April	Mar 2019	Mar 3 - Mar 30	Mar 1 - Mar 31	Mar 11 - Apr 10	Apr 12	Apr 24	Apr 30
2019	5	May	Apr 2019	Mar 31 - Apr 27	Apr 1 - Apr 30	Apr 11 - May 10	May 14	May 24	May 31
2019	6	June	May 2019	Apr 28 - Jun 1	May 1 - May 31	May 11 - Jun 10	Jun 12	Jun 21	Jun 28
2019	7	July	Jun 2019	Jun 2 - Jun 29	Jun 1 - Jun 30	Jun 11 - Jul 10	Jul 15	Jul 25	Jul 31
2019	8	August	Jul 2019	Jun 30 - Aug 3	Jul 1 - Jul 31	Jul 11 - Aug 10	Aug 14	Aug 26	Aug 30
2019	9	September	Aug 2019	Aug 4 - Aug 31	Aug 1 - Aug 31	Aug 11 - Sep 10	Sep 12	Sep 24	Sep 30
2019	10	October	Sep 2019	Sep 1 - Sept 28	Sep 1 - Sep 30	Sep 11 - Oct 10	Oct 15	Oct 25	Oct 31
2019	11	November	Oct 2019	Sep 29 - Nov 2	Oct 1 - Oct 31	Oct 11 - Nov 2	Nov 11	Nov 21	Nov 27
2019	12	December	Nov 2019	Nov 3 - Nov 30	Nov 1 - Nov 30	Nov 3 - Nov 30	Dec 5	Dec 17	Dec 23

*** Note: PHATIME Time Entry deadlines vary depending on workdays and HR/Payroll processing days in the month
Departments should set an earlier internal deadline by which employees must turn in timesheets**