



UNC GREENSBORO

Department Personnel Action and Time Entry Deadlines

			Personnel Action Deadlines - 5pm								
Calendar Year	Payroll Number	Payroll Month	EHRA Faculty	SHRA/EHRA NF	Undergraduate Student/FWS	Graduate Hourly	Graduate Assistant	PHATIME Time Entry 8pm	UNCGENIE Pay Stub Available Date	Pay Date	UNCG Observed Holidays
2020	1	January	Dec 14	Dec 14	Dec 14	Dec 14	Dec 14	Jan 14	Jan 27	Jan 31	New Yrs Day Jan 1 MLK Day Jan 20
2020	2	February	Jan 25	Jan 25	Jan 25	Jan 25	Jan 25	Feb 12	Feb 24	Feb 28	
2020	3	March	Feb 25	Feb 25	Feb 25	Feb 25	Feb 25	Mar 13	Mar 25	Mar 31	Spring Holiday Apr 10
2020	4	April	Mar 25	Mar 25	Mar 25	Mar 25	Mar 25	Apr 14	Apr 24	Apr 30	
2020	5	May	Apr 25	Apr 25	Apr 25	Apr 25	Apr 25	May 12	May 22	May 29	Memorial Day May 25
2020	6	June	May 25	May 25	May 25	May 25	May 25	Jun 12	Jun 23	Jun 30	
2020	7	July	Jun 25	Jun 25	Jun 25	Jun 25	Jun 25	Jul 15	Jul 27	Jul 31	Independence Day Jul 3
2020	8	August	Jul 25	Jul 25	Jul 25	Jul 25	Jun 1**	Aug 13	Aug 25	Aug 31	
2020	9	September	Aug 25	Aug 25	Aug 25	Aug 25	Jun 1**	Sep 14	Sep 24	Sep 30	Labor Day Sep 7
2020	10	October	Sep 25	Sep 25	Sep 25	Sep 25	Sep 25	Oct 14	Oct 26	Oct 30	
2020	11	November	Oct 25	Oct 25	Oct 25	Oct 25	Oct 25	Nov 10	Nov 20	Nov 30	Thanksgiving Holiday Nov 26, 27 Winter Holiday Dec 24 - Dec 29 UNCG Closed Dec 30, 31
2020	12	December	Nov 17	Nov 17	Nov 17	Nov 17	Nov 17	Dec 4	Dec 16	Dec 22	
			PD-7s, EPAFs Due in Provost Office	EAF,EPAFs Due in HRS	EPAFs, BHR-UF, BHR-UH, FWS Due in HRS	EPAFs, BHR-GH Due in Grad School	PD7s, EPAFs Due in Grad School				

Note: ** PD-7s and EPAFs for graduate assistants to start in Aug and Sept are due June 1