



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
2020	1	January	Dec 2019	Dec 1 - Dec 28	Dec 1 - Dec 31	Dec 1 - Jan 10	Jan 14	Jan 27	Jan 31
2020	2	February	Jan 2020	Dec 29 - Feb 1	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 12	Feb 24	Feb 28
2020	3	March	Feb 2020	Feb 2 - Feb 29	Feb 1 - Feb 29	Feb 11 - Mar 10	Mar 13	Mar 25	Mar 31
2020	4	April	Mar 2020	Mar 1 - Mar 28	Mar 1 - Mar 31	Mar 11 - Apr 10	Apr 14	Apr 24	Apr 30
2020	5	May	Apr 2020	Mar 29 - May 2	Apr 1 - Apr 30	Apr 11 - May 10	May 12	May 22	May 29
2020	6	June	May 2020	May 3 - May 30	May 1 - May 31	May 11 - Jun 10	Jun 12	Jun 23	Jun 30
2020	7	July	Jun 2020	May 31 - Jun 27	Jun 1 - Jun 30	Jun 11 - Jul 10	Jul 15	Jul 27	Jul 31
2020	8	August	Jul 2020	Jun 28 - Aug 1	Jul 1 - Jul 31	Jul 11 - Aug 10	Aug 13	Aug 25	Aug 31
2020	9	September	Aug 2020	Aug 2 - Aug 29	Aug 1 - Aug 31	Aug 11 - Sep 10	Sep 14	Sep 24	Sep 30
2020	10	October	Sep 2020	Aug 30 - Oct 3	Sep 1 - Sep 30	Sep 11 - Oct 10	Oct 14	Oct 26	Oct 30
2020	11	November	Oct 2020	Oct 4 - Oct 31	Oct 1 - Oct 31	Oct 11 - Nov 7	Nov 10	Nov 20	Nov 30
2020	12	December	Nov 2020	Nov 1 - Nov 28	Nov 1 - Nov 30	Nov 8 - Nov 28	Dec 4	Dec 16	Dec 22

* 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
 PHATIME opens on the 1st of every month for "EX" and "NE" except in July
 PHATIME opens on the 10th of every month for "HR" except in July, November and December