



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
2021	1	January	<b>Dec 14</b>	<b>Dec 14</b>	<b>Dec 14</b>	<b>Dec 14</b>	<b>Dec 14</b>	Jan 12	Jan 25	Jan 29	New Yrs Day Jan 1 MLK Day Jan 18
2021	2	February	Jan 25	Jan 25	Jan 25	Jan 25	Jan 25	Feb 12	Feb 22	Feb 26	
2021	3	March	Feb 25	Feb 25	Feb 25	Feb 25	Feb 25	Mar 15	Mar 25	Mar 31	Spring Holiday Apr 2
2021	4	April	Mar 25	Mar 25	Mar 25	Mar 25	Mar 25	Apr 14	Apr 26	Apr 30	
2021	5	May	Apr 25	Apr 25	Apr 25	Apr 25	Apr 25	May 12	May 24	May 28	Memorial Day May 31
2021	6	June	May 25	May 25	May 25	May 25	May 25	Jun 14	Jun 23	Jun 30	
2021	7	July	Jun 25	Jun 25	Jun 25	Jun 25	Jun 25	Jul 14	July 26	Jul 30	Independence Day Jul 5
2021	8	August	Jul 25	Jul 25	Jul 25	Jul 25	<b>Jun 1**</b>	Aug 13	Aug 25	Aug 31	
2021	9	September	Aug 25	Aug 25	Aug 25	Aug 25	<b>Jun 1**</b>	Sept 14	Sept 24	Sep 30	Labor Day Sep 6
2021	10	October	Sep 25	Sep 25	Sep 25	Sep 25	Sep 25	Oct 13	Oct 25	Oct 29	
2021	11	November	Oct 25	Oct 25	Oct 25	Oct 25	Oct 25	<b>Nov 10</b>	Nov 22	Nov 30	Thanksgiving Holiday Nov 25, 26
2021	12	December	<b>Nov 17</b>	<b>Nov 17</b>	<b>Nov 17</b>	<b>Nov 17</b>	<b>Nov 17</b>	<b>Dec 3</b>	<b>Dec 15</b>	<b>Dec 21</b>	
			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 Sep are due June 1**