



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
2023	1	January	Dec 14	Dec 14	Dec 14	Dec 14	Dec 14	Jan 12	Jan 25	Jan 31
2023	2	February	Jan 25	Jan 25	Jan 25	Jan 25	Jan 25	Feb 14	Feb 22	Feb 28
2023	3	March	Feb 25	Feb 25	Feb 25	Feb 25	Feb 25	Mar 15	Mar 27	Mar 31
2023	4	April	Mar 25	Mar 25	Mar 25	Mar 25	Mar 25	Apr 12	Apr 24	Apr 28
2023	5	May	Apr 25	Apr 25	Apr 25	Apr 25	Apr 25	May 12	May 24	May 31
2023	6	June	May 25	May 25	May 25	May 25	May 25	Jun 13	Jun 23	Jun 30
2023	7	July	Jun 25	Jun 25	Jun 25	Jun 25	Jun 25	Jul 13	Jul 25	Jul 31
2023	8	August	Jul 25	Jul 25	Jul 25	Jul 25	Jun 1 *	Aug 15	Aug 25	Aug 31
2023	9	September	Aug 25	Aug 25	Aug 25	Aug 25	Jun 1 *	Sep 13	Sep 25	Sep 29
2023	10	October	Sep 25	Sep 25	Sep 25	Sep 25	Sep 25	Oct 13	Oct 25	Oct 31
2023	11	November	Oct 25	Oct 25	Oct 25	Oct 25	Oct 25	Nov 10	Nov 22	Nov 30
2023	12	December	Nov 17	Nov 17	Nov 17	Nov 17	Nov 17	Dec 5	Dec 15	Dec 21
			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			

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