



UNC GREENSBORO

Department Personnel Action & 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
2024	1	January	Dec 14	Dec 14	Dec 14	Dec 14	Dec 14	Jan 12	Jan 25	Jan 31
2024	2	February	Jan 25	Jan 25	Jan 25	Jan 25	Jan 25	Feb 13	Feb 23	Feb 29
2024	3	March	Feb 25	Feb 25	Feb 25	Feb 25	Feb 25	Mar 12	Mar 22	Mar 28
2024	4	April	Mar 25	Mar 25	Mar 25	Mar 25	Mar 25	Apr 12	Apr 24	Apr 30
2024	5	May	Apr 25	Apr 25	Apr 25	Apr 25	Apr 25	May 14	May 24	May 31
2024	6	June	May 25	May 25	May 25	May 25	May 25	Jun 12	Jun 21	Jun 28
2024	7	July	Jun 25	Jun 25	Jun 25	Jun 25	Jun 25	Jul 15	Jul 25	Jul 31
2024	8	August	Jul 25	Jul 25	Jul 25	Jul 25	Jun 1*	Aug 14	Aug 26	Aug 30
2024	9	September	Aug 25	Aug 25	Aug 25	Aug 25	Jun 1*	Sep 12	Sep 24	Sep 30
2024	10	October	Sep 25	Sep 25	Sep 25	Sep 25	Sep 25	Oct 15	Oct 25	Oct 31
2024	11	November	Oct 25	Oct 25	Oct 25	Oct 25	Oct 25	Nov 11	Nov 21	Nov 29
2024	12	December	Nov 17	Nov 17	Nov 17	Nov 17	Nov 17	Dec 4	Dec 16	Dec 20
			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