



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
2024	1	January	Dec 2023	Dec 3 - Dec 30	Dec 1 - Dec 31	<b>Nov 26 - Jan 10</b>	Jan 12	Jan 25	Jan 31
2024	2	February	Jan 2024	Dec 31 - Feb 3	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 13	Feb 23	Feb 29
2024	3	March	Feb 2024	Feb 4 - Mar 2	Feb 1 - Feb 28	Feb 11 - Mar 10	Mar 12	Mar 22	Mar 28
2024	4	April	Mar 2024	Mar 3 - Mar 30	Mar 1 - Mar 31	Mar 11 - Apr 10	Apr 12	Apr 24	Apr 30
2024	5	May	Apr 2024	Mar 31 - May 4	Apr 1 - Apr 30	Apr 11 - May 10	May 14	May 24	May 31
2024	6	June	May 2024	May 5 - Jun 1	May 1 - May 31	May 11 - Jun 10	Jun 12	Jun 21	Jun 28
2024	7	July	Jun 2024	Jun 2 - Jun 29	Jun 1 - Jun 30	Jun 11 - Jul 10	Jul 15	Jul 25	Jul 31
2024	8	August	Jul 2024	Jun 30 - Aug 3	Jul 1 - Jul 31	Jul 11 - Aug 10	Aug 14	Aug 26	Aug 30
2024	9	September	Aug 2024	Aug 4 - Aug 31	Aug 1 - Aug 31	Aug 11 - Sep 10	Sep 12	Sep 24	Sep 30
2024	10	October	Sep 2024	Sep 1 - Sep 28	Sep 1 - Sep 30	Sep 11 - Oct 10	Oct 15	Oct 25	Oct 31
2024	11	November	Oct 2024	Sep 29 - Nov 2	Oct 1 - Oct 31	<b>Oct 11 - Nov 7</b>	<b>Nov 11</b>	Nov 21	Nov 29
2024	12	December	Nov 2024	Nov 3 - Nov 30	Nov 1 - Nov 30	<b>Nov 8 - Nov 30</b>	<b>Dec 4</b>	<b>Dec 16</b>	<b>Dec 20</b>

Note: 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 January, November and December  
 Departments should set an earlier internal deadline by which employees must turn in timesheets  
 PHATIME Time Entry deadlines vary depending on workdays and HR/Payroll processing days in the month