



**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
2025	1	January	Dec 2024	Dec 1 - Dec 28	Dec 1 - Dec 31	<b>Dec 1 - Jan 10</b>	Jan 14	Jan 25	Jan 31
2025	2	February	Jan 2025	Dec 29 - Feb 1	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 12	Feb 23	Feb 28
2025	3	March	Feb 2025	Feb 2 - Mar 1	Feb 1 - Feb 28	Feb 11 - Mar 10	Mar 13	Mar 22	Mar 31
2025	4	April	Mar 2025	Mar 2 - Mar 29	Mar 1 - Mar 31	Mar 11 - Apr 10	Apr 11	Apr 24	Apr 30
2025	5	May	Apr 2025	Mar 30 - May 3	Apr 1 - Apr 30	Apr 11 - May 10	May 13	May 24	May 30
2025	6	June	May 2025	May 4 - May 31	May 1 - May 31	May 11 - Jun 10	Jun 11	Jun 21	Jun 30
2025	7	July	Jun 2025	Jun 1 - Jun 28	Jun 1 - Jun 30	Jun 11 - Jul 10	Jul 15	Jul 25	Jul 31
2025	8	August	Jul 2025	Jun 29 - Aug 2	Jul 1 - Jul 31	Jul 11 - Aug 10	Aug 13	Aug 26	Aug 29
2025	9	September	Aug 2025	Aug 3 - Aug 30	Aug 1 - Aug 31	Aug 11 - Sep 10	Sep 11	Sep 24	Sep 30
2025	10	October	Sep 2025	Aug 31 - Sep 27	Sep 1 - Sep 30	Sep 11 - Oct 10	Oct 15	Oct 25	Oct 31
2025	11	November	Oct 2025	Sep 28 - Nov 1	Oct 1 - Oct 31	<b>Oct 11 - Nov 6</b>	<b>Nov 11</b>	Nov 21	Nov 28
2025	12	December	Nov 2025	Nov 2 - Nov 29	Nov 1 - Nov 30	<b>Nov 7 - Nov 30</b>	<b>Dec 4</b>	<b>Dec 16</b>	<b>Dec 23</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