



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Department Personnel Action and Time Entry Deadlines

Personel Action Deadlines - 5 pm											
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
2018	1	January	Dec 14	Dec 14	Dec 14	Dec 14	Dec 14	Jan 12	Jan 25	Jan 31	<i>New Years Day Jan 1st MLK Day-Jan 15th</i>
2018	2	February	Jan 25	Jan 25	Jan 25	Jan 25	Jan 25	Feb 13	Feb 22	Feb 28	
2018	3	March	Feb 25	Feb 25	Feb 25	Feb 25	Feb 25	Mar 13	Mar 23	Mar 29	<i>Spring Holiday March 30th</i>
2018	4	April	Mar 25	Mar 25	Mar 25	Mar 25	Mar 25	Apr 12	Apr 24	Apr 30	
2018	5	May	Apr 25	Apr 25	Apr 25	Apr 25	Apr 25	May 14	May 24	May 31	<i>Memorial Day May 28th</i>
2018	6	June	May 25	May 25	May 25	May 25	May 25	Jun 12	Jun 22	Jun 29	
2018	7	July	June 25	June 25	June 25	June 25	June 25	July 13	July 25	July 31	<i>Independence Day July 4th</i>
2018	8	August	July 25	July 25	July 25	July 25	July 25	Aug 15	Aug 27	Aug 31	
2018	9	September	Aug 25	Aug 25	Aug 25	Aug 25	Aug 25**	Sept 12	Sept 24	Sept 28	<i>Labor Day - Sept 3rd</i>
2018	10	October	Sept 25	Sept 25	Sept 25	Sept 25	Sept 25	Oct 15	Oct 25	Oct 31	
2018	11	November	Oct 25	Oct 25	Oct 25	Oct 25	Oct 25	Nov 12	Nov 26	Nov 30	<i>Thanksgiving Holiday Nov 22,23</i>
2018	12	December	Nov 17	Nov 17	Nov 17	Nov 17	Nov 17	Dec 5	Dec 17	Dec 21	<i>Winter Holiday Dec 24 - Dec 27 & UNCG Closed Dec 28,31</i>

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 using Graduate School Funds for assistantships were due in the Graduate School on June 1, 2018