



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Employee Leave/Time Reporting Schedule, including Pay Stub Available and Pay Dates

<i>Calendar Year</i>	<i>Payroll Number</i>	<i>Payroll Month</i>	<i>Leave/Time Reporting Month</i>	<i>SPA NonExempt Leave/Exception Time</i>	<i>EPA /SPA Exempt Leave</i>	<i>Hourly Time Worked</i>	<i>PHATIME Time Entry 8PM*</i>	<i>UNCGENIE Pay Stub Available Date</i>	<i>Pay Date</i>
2018	1	January	Dec 2017	Dec 3 - Dec 30	Dec 1 - Dec 31	Dec 3 - Jan 10	Jan 12	Jan 25	Jan 31
2018	2	February	Jan 2018	Dec 31 - Feb 3	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 13	Feb 22	Feb 28
2018	3	March	Feb 2018	Feb 4 - Mar 3	Feb 1 - Feb 28	Feb 11 - Mar 10	Mar 13	Mar 23	Mar 29
2018	4	April	Mar 2018	Mar 4 - Mar 31	Mar 1 - Mar 31	Mar 11 - Apr 10	Apr 12	Apr 24	Apr 30
2018	5	May	Apr 2018	Apr 1 - Apr 28	Apr 1 - Apr 30	Apr 11 - May 10	May 14	May 24	May 31
2018	6	June	May 2018	Apr 29 - Jun 2	May 1 - May 31	May 11 - June 10	Jun 12	Jun 22	Jun 29
2018	7	July	Jun 2018	Jun 3 - Jun 30	June 1 - June 30	June 11 - July 10	July 13	July 25	July 31
2018	8	August	July 2018	July 1 - July 28	July 1 - July 31	July 11 - Aug 10	Aug 15	Aug 27	Aug 31
2018	9	September	Aug 2018	July 29 - Sept 1	Aug 1 - Aug 31	Aug 11 - Sept 10	Sept 12	Sept 24	Sept 28
2018	10	October	Sept 2018	Sept - 2 - Sept 29	Sept 1 - Sept 30	Sept 11 - Oct 10	Oct 15	Oct 25	Oct 31
2018	11	November	Oct 2018	Sept 30 - Nov 3	Oct 1 - Oct 31	Oct 11 - Nov 3	Nov 12	Nov 26	Nov 30
2018	12	December	Nov 2018	Nov 4 - Dec 1	Nov 1 - Nov 30	Nov 4 - Dec 1	Dec 5	Dec 17	Dec 21

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