

Payroll Reminders

Mark Your Calendars!

- EPAF Deadline for December: **Friday, November 17, 2023**
- PHATIME Entry closes: **8pm on Tuesday, December 5, 2023**
- UNCGenie Pay Stub will be available for review: **Friday, December 15, 2023**
- Pay Day: **Thursday, December 21, 2023**
- January 2024 EPAF Deadline: **Thursday, December 14, 2023**

Hiring Proposal Deadlines

- Last day for Hiring Proposals to be submitted for HR comp review for 2023 start dates: **Friday 12/1/2023**
- Last Day for Hiring Proposals to be completed (Finalized) to be included in December payroll: **Monday 12/4/23**
- Last day for NEW hires employees to start for year 2023 : **Monday 12/11/23**
- Last Day for Hiring Proposals to be submitted from Comp review with 2024 start date : **Friday 12/15/23**

Posting Deadlines

- Last day to submit Postings before the holiday break. Closing dates on those requests not earlier than January 2nd:
Wednesday 12/20/23

Temporary Hiring Deadlines:

- Last Day to submit Temp hiring request forms : **Monday 12/4/23**
- Last day for New Hired temps or rehired to start for year 2023 :
Monday 12/11/2023