

Department Personnel Action & Time Entry Deadlines

Personnel Action Deadlines - 5pm										
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
2025	1	January	Dec 13	Dec 13	Dec 13	Dec 13	Dec 13	Jan 14	Jan 27	Jan 31
2025	2	February	Jan 25	Jan 25	Jan 25	Jan 25	Jan 25	Feb 12	Feb 24	Feb 28
2025	3	March	Feb 25	Feb 25	Feb 25	Feb 25	Feb 25	Mar 13	Mar 25	Mar 31
2025	4	April	Mar 25	Mar 25	Mar 25	Mar 25	Mar 25	Apr 11	Apr 24	Apr 30
2025	5	May	Apr 25	Apr 25	Apr 25	Apr 25	Apr 25	May 13	May 23	May 30
2025	6	June	May 25	May 25	May 25	May 25	May 25	Jun 11	Jun 23	Jun 30
2025	7	July	Jun 25	Jun 25	Jun 25	Jun 25	Jun 25	Jul 15	Jul 25	Jul 31
2025	8	August	Jul 25	Jul 25	Jul 25	Jul 25	Jun 1*	Aug 13	Aug 25	Aug 29
2025	9	September	Aug 25	Aug 25	Aug 25	Aug 25	Jun 1*	Sep 12	Sep 24	Sep 30
2025	10	October	Sep 25	Sep 25	Sep 25	Sep 25	Sep 25	Oct 15	Oct 27	Oct 31
2025	11	November	Oct 25	Oct 25	Oct 25	Oct 25	Oct 25	Nov 10	Nov 20	Nov 26
2025	12	December	Nov 17	Nov 17	Nov 17	Nov 17	Nov 17	Dec 4	Dec 16	Dec 22
			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			

* PD-7s and EPAFs for graduate assistants to start in Aug and Sep are due June 1