



UNC GREENSBORO

## Employee Leave/Time Reporting Schedule

including Pay Stub Available and Pay Dates

Calendar Year	Payroll Number	Payroll Month	Leave/Time Reporting Month	NonExempt Leave/Exception Time	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 27	Jan 31
2025	2	February	Jan 2025	Dec 29 - Feb 1	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 12	Feb 24	Feb 28
2025	3	March	Feb 2025	Feb 2 - Mar 1	Feb 1 - Feb 28	Feb 11 - Mar 10	Mar 13	Mar 25	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	<a href="https://hrs.uncg.edu">The new Exempt Leave Reporting calendar is now located online at : https://hrs.uncg.edu</a>	Apr 11 - May 10	May 13	May 23	May 30
2025	6	June	May 2025	May 4 - May 31		May 11 - Jun 10	Jun 11	Jun 23	Jun 30
2025	7	July	Jun 2025	Jun 1 - Jun 28		Jun 11 - Jul 10	Jul 15	Jul 25	Jul 31
2025	8	August	Jul 2025	Jun 29 - Aug 2		Jul 11 - Aug 10	Aug 13	Aug 25	Aug 29
2025	9	September	Aug 2025	Aug 3 - Aug 30		Aug 11 - Sep 10	Sep 12	Sep 24	Sep 30
2025	10	October	Sep 2025	Aug 31 - Sep 27		Sep 11 - Oct 10	Oct 15	Oct 27	Oct 31
2025	11	November	Oct 2025	Sep 28 - Nov 1		<b>Oct 11 - Nov 1</b>	<b>Nov 10</b>	Nov 20	Nov 26
2025	12	December	Nov 2025	Nov 2 - Nov 29		<b>Nov 2 - Nov 29</b>	<b>Dec 4</b>	<b>Dec 16</b>	<b>Dec 22</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