



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
2026	1	January	Dec 2025	Nov 30 - Jan 3	The new Exempt Leave Reporting calendar is now located online at : https://hrs.uncg.edu	Nov 30 - Jan 3	Jan 13	Jan 26	Jan 30
2026	2	February	Jan 2026	Jan 4 - Jan 31		Jan 4 - Feb 10	Feb 12	Feb 23	Feb 27
2026	3	March	Feb 2026	Feb 1 - Feb 28		Feb 11 - Mar 10	Mar 13	Mar 25	Mar 31
2026	4	April	Mar 2026	Mar 1 - Mar 28		Mar 11 - Apr 10	Apr 14	Apr 24	Apr 30
2026	5	May	Apr 2026	Mar 29 - May 2		Apr 11 - May 10	May 12	May 22	May 29
2026	6	June	May 2026	May 3 - May 30		May 11 - Jun 10	Jun 11	Jun 23	Jun 30
2026	7	July	Jun 2026	May 31 - Jun 27		Jun 11 - Jul 10	Jul 15	Jul 27	Jul 31
2026	8	August	Jul 2026	Jun 28 - Aug 1		Jul 11 - Aug 10	Aug 13	Aug 25	Aug 31
2026	9	September	Aug 2026	Aug 2 - Aug 29		Aug 11 - Sep 10	Sep 14	Sep 24	Sep 30
2026	10	October	Sep 2026	Aug 30 - Oct 3		Sep 11 - Oct 10	Oct 14	Oct 26	Oct 30
2026	11	November	Oct 2026	Oct 4 - Oct 31		Oct 11 - Nov 7	Nov 10	Nov 20	Nov 30
2026	12	December	Nov 2026	Nov 1 - Nov 28		Nov 8 - Nov 28	Dec 4	Dec 16	Dec 22

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