

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
2026	1	January	Dec 14	Dec 14	Dec 14	Dec 14	Dec 14	Jan 13	Jan 26	Jan 30
2026	2	February	Jan 25	Jan 25	Jan 25	Jan 25	Jan 25	Feb 12	Feb 23	Feb 27
2026	3	March	Feb 25	Feb 25	Feb 25	Feb 25	Feb 25	Mar 13	Mar 25	Mar 31
2026	4	April	Mar 25	Mar 25	Mar 25	Mar 25	Mar 25	Apr 14	Apr 24	Apr 30
2026	5	May	Apr 25	Apr 25	Apr 25	Apr 25	Apr 25	May 12	May 22	May 29
2026	6	June	May 25	May 25	May 25	May 25	May 25	Jun 11	Jun 23	Jun 30
2026	7	July	Jun 25	Jun 25	Jun 25	Jun 25	Jun 25	Jul 15	Jul 27	Jul 31
2026	8	August	Jul 25	Jul 25	Jul 25	Jul 25	Jun 1*	Aug 13	Aug 25	Aug 31
2026	9	September	Aug 25	Aug 25	Aug 25	Aug 25	Jun 1*	Sep 14	Sep 24	Sep 30
2026	10	October	Sep 25	Sep 25	Sep 25	Sep 25	Sep 25	Oct 14	Oct 26	Oct 30
2026	11	November	Oct 25	Oct 25	Oct 25	Oct 25	Oct 25	Nov 10	Nov 20	Nov 30
2026	12	December	Nov 17	Nov 17	Nov 17	Nov 17	Nov 17	Dec 4	Dec 16	Dec 22
			PD-7s, EPAFs, EAFs Due in Provost Office/HR	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