



UNC GREENSBORO

2026 WTE Employee Leave Reporting Schedule - Exempt

including Pay Stub Available and Pay Dates

Calendar Year	Payroll Number	Payroll Month	Leave/Time Reporting Month	Calendar Days Covered		Web Time Entry Deadlines			Payroll Locks 8pm	UNCGenie Pay Stub Available Date	Pay Date
				From	To	Employee Submission Deadline	Supervisor Approval Deadline	HR/FPS Approval Deadline			
2026	LR01	January	Dec 2025	Mon, Dec 01, 2025	Wed, Dec 31, 2025	Mon, Jan 5, 2026	Tue, Jan 6, 2026	Wed, Jan 07, 2026	Jan 13	Jan 26	Jan 30
2026	LR02	February	Jan 2026	Thu, Jan 01, 2026	Sat, Jan 31, 2026	Mon, Feb 02, 2026	Tue, Feb 03, 2026	Thu, Feb 05, 2026	Feb 12	Feb 23	Feb 27
2026	LR03	March	Feb 2026	Sun, Feb 01, 2026	Sat, Feb 28, 2026	Mon, Mar 02, 2026	Tue, Mar 03, 2026	Thu, Mar 05, 2026	Mar 13	Mar 25	Mar 31
2026	LR04	April	Mar 2026	Sun, Mar 01, 2026	Tue, Mar 31, 2026	Wed, Apr 01, 2026	Thu, Apr 02, 2026	Mon, Apr 06, 2026	Apr 14	Apr 24	Apr 30
2026	LR05	May	Apr 2026	Wed, Apr 01, 2026	Thu, Apr 30, 2026	Fri, May 01, 2026	Mon, May 04, 2026	Tue, May 05, 2026	May 12	May 22	May 29
2026	LR06	June	May 2026	Fri, May 01, 2026	Sun, May 31, 2026	Mon, Jun 01, 2026	Tue, Jun 02, 2026	Fri, Jun 05, 2026	Jun 11	Jun 23	Jun 30
2026	LR07	July	Jun 2026	Mon, Jun 01, 2026	Tue, Jun 30, 2026	Wed, Jul 01, 2026	Thu, Jul 02, 2026	Mon, Jul 06, 2026	Jul 15	Jul 27	Jul 31
2026	LR08	August	Jul 2026	Wed, Jul 01, 2026	Fri, Jul 31, 2026	Mon, Aug 03, 2026	Tue, Aug 04, 2026	Wed, Aug 05, 2026	Aug 13	Aug 25	Aug 31
2026	LR09	September	Aug 2026	Sat, Aug 01, 2026	Mon, Aug 31, 2026	Tue, Sep 01, 2026	Wed, Sep 02, 2026	Mon, Sep 07, 2026	Sep 14	Sep 24	Sep 30
2026	LR10	October	Sep 2026	Tue, Sep 01, 2026	Wed, Sep 30, 2026	Thu, Oct 01, 2026	Fri, Oct 02, 2026	Mon, Oct 05, 2026	Oct 14	Oct 26	Oct 30
2026	LR11	November	Oct 2026	Thu, Oct 01, 2026	Sat, Oct 31, 2026	Mon, Nov 02, 2026	Tue, Nov 03, 2026	Thu, Nov 05, 2026	Nov 10	Nov 20	Nov 30
2026	LR12	December	Nov 2026	Sun, Nov 01, 2026	Mon, Nov 30, 2026	Tue, Dec 01, 2026	Wed, Dec 02, 2026	Thu, Dec 03, 2026	Dec 4	Dec 16	Dec 22
2027	LR01	January	Dec 2026	Tue, Dec 01, 2026	Thu, Dec 31, 2026	Mon, Jan 04, 2027	Tue, Jan 05, 2027	Wed, Jan 06, 2027	Jan 13	Jan 22	Jan 29