

Employee Leave/Time Reporting Schedule, including Pay Stub Available and Pay Dates

(03/08/10)

| Payroll Year | Payroll Number | Payroll Month | Leave/ Time Reporting Month | SPA NonExempt Leave/Exception Time | EPA/SPA Exempt Leave | Hourly Time Worked | PHATIME Time Entry 8pm* | UNCGenie Pay Stub Available Date | Pay Date |
|--------------|----------------|---------------|-----------------------------|------------------------------------|----------------------|--------------------|-------------------------|----------------------------------|----------|
| 2010 | 1 | January | Dec 2009 | Nov 29 - Jan 2 | Dec 1 - Dec 31 | Dec 1 - Jan 10 | Jan 12 | Jan 25 | Jan 29 |
| 2010 | 2 | February | Jan 2010 | Jan 3 - Jan 30 | Jan 1 - Jan 31 | Jan 11 - Feb 10 | Feb 11 | Feb 22 | Feb 26 |
| 2010 | 3 | March | Feb 2010 | Jan 31 - Feb 27 | Feb 1 - Feb 28 | Feb 11 - Mar 10 | Mar 15 | Mar 25 | Mar 31 |
| 2010 | 4 | April | Mar 2010 | Feb 28 - Mar 27 | Mar 1 - Mar 31 | Mar 11 - Apr 10 | Apr 14 | Apr 26 | Apr 30 |
| 2010 | 5 | May | Apr 2010 | Mar 28 - May 1 | Apr 1 - Apr 30 | Apr 11 - May 10 | May 12 | May 24 | May 28 |
| 2010 | 6 | June | May 2010 | May 2 - May 29 | May 1 - May 31 | May 11 - Jun 10 | Jun 14 | Jun 24 | Jun 30 |
| 2010 | 7 | July | Jun 2010 | May 30 - Jun 26 | Jun 1 - Jun 30 | Jun 11 - Jul 10 | Jul 15 | Jul 26 | Jul 30 |
| 2010 | 8 | August | Jul 2010 | Jun 27 - Jul 31 | Jul 1 - Jul 31 | Jul 11 - Aug 10 | Aug 13 | Aug 25 | Aug 31 |
| 2010 | 9 | September | Aug 2010 | Aug 1 - Aug 28 | Aug 1 - Aug 31 | Aug 11 - Sep 10 | Sep 14 | Sep 24 | Sep 30 |
| 2010 | 10 | October | Sep 2010 | Aug 29 - Oct 2 | Sep 1 - Sep 30 | Sep 11 - Oct 10 | Oct 13 | Oct 25 | Oct 29 |
| 2010 | 11 | November | Oct 2010 | Oct 3 - Oct 30 | Oct 1 - Oct 31 | Oct 11 - Nov 6 | Nov 11 | Nov 23 | Nov 30 |
| 2010 | 12 | December | Nov 2010 | Oct 31 - Nov 27 | Nov 1 - Nov 30 | Nov 7 - Nov 30 | Dec 6 | Dec 16 | Dec 22 |

NOTE:

* PHATIME Time Entry deadlines vary depending on the workdays and HR/Payroll processing days in the month. Departments set an earlier internal deadline by which employees must turn in timesheets.