

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

<i>Calendar Year</i>	<i>Payroll Number</i>	<i>Payroll Month</i>	<i>Leave/Time Reporting Month</i>	<i>SPA Nonexempt Leave/Exception Time</i>	<i>EPA /SPA Exempt Leave</i>	<i>Hourly Time Worked</i>	<i>PHATIME Time Entry 8PM*</i>	<i>UNCGENIE Pay Stub Available Date</i>	<i>Pay Date</i>
2016	1	January	Dec 2015	<b>Nov 29 - Jan 2</b>	Dec 1 - Dec 31	<b>Nov 29 - Jan 10</b>	<b>Jan 12</b>	Jan 23	Jan 29
2016	2	February	Jan 2016	Jan 3 - Jan 30	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 12	Feb 23	Feb 29
2016	3	March	Feb 2016	Jan 31 - Feb 27	Feb 1 - Feb 29	Feb 11 - Mar 10	Mar 14	Mar 24	Mar 31
2016	4	April	Mar 2016	Feb 28 - Apr 2	Mar 1 - Mar 31	Mar 11 - Apr 10	Apr 13	Apr 23	Apr 29
2016	5	May	Apr 2016	Apr 3 - Apr 30	Apr 1 - Apr 30	Apr 11 - May 10	May 12	May 24	May 31
2016	6	June	May 2016	May 1 - May 28	May 1 - May 31	May 11 - June 10	Jun 14	Jun 23	Jun 30
2016	7	July	Jun 2016	May 29 - July 2	June 1 - June 30	June 11 - July 10	July 13	July 23	July 29
2016	8	August	July 2016	July 3 - July 30	July 1 - July 31	July 11 - Aug 10	Aug 15	Aug 25	Aug 31
2016	9	September	Aug 2016	July 31 - Sept 3	Aug 1 - Aug 31	Aug 11 - Sept 10	Sept 14	Sept 24	Sept 30
2016	10	October	Sept 2016	Sept 4 - Oct 1	Sept 1 - Sept 30	Sept 11 - Oct 10	Oct 13	Oct 25	Oct 31
2016	11	November	Oct 2016	Oct 2 - Oct 29	Oct 1 - Oct 31	<b>Oct 11 - Nov 5</b>	<b>Nov 10</b>	Nov 22	Nov 30
2016	12	December	Nov 2016	Oct 30 - Dec 3	Nov 1 - Nov 30	<b>Nov 6 - Dec 3</b>	<b>Dec 6</b>	Dec 16	<b>Dec 22</b>

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