



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

Calendar Year	Payroll Number	Payroll Month	Leave/Time Reporting Month	SHRA NonExempt Leave/Exception Time	EHRA/SHRA Exempt Leave	Hourly Time Worked	PHATIME Time Entry 8am	UNCGENIE Pay Stub Available Date	Pay Date
2023	1	January	Dec 2022	Dec 4 - Dec 31	Dec 1 - Dec 31	<b>Nov 27 - Jan 10</b>	Jan 12	Jan 25	Jan 31
2023	2	February	Jan 2023	Jan 1- Jan 28	Jan 1 - Jan 31	Jan 11 - Feb 10	Feb 14	Feb 22	Feb 28
2023	3	March	Feb 2023	Jan 29 - Feb 25	Feb 1 - Feb 28	Feb 11 - Mar 10	Mar 15	Mar 27	Mar 31
2023	4	April	Mar 2023	Feb 26 - Apr 1	Mar 1 - Mar 31	Mar 11 - Apr 10	Apr 12	Apr 24	Apr 28
2023	5	May	Apr 2023	Apr 2 - Apr 29	Apr 1 - Apr 30	Apr 11 - May 10	May 12	May 24	May 31
2023	6	June	May 2023	April 30 - Jun 3	May 1 - May 31	May 11 - Jun 10	Jun 13	Jun 23	Jun 30
2023	7	July	Jun 2023	Jun 4 - Jul 1	Jun 1 - Jun 30	Jun 11 - Jul 10	Jul 13	Jul 25	Jul 31
2023	8	August	Jul 2023	Jul 2 - Jul 29	Jul 1 - Jul 31	Jul 11 - Aug 10	Aug 15	Aug 25	Aug 31
2023	9	September	Aug 2023	Jul 30 - Sep 2	Aug 1 - Aug 31	Aug 11 - Sep 10	Sep 13	Sep 25	Sep 29
2023	10	October	Sep 2023	Sep 3 - Sep 30	Sep 1 - Sep 30	Sep 11 - Oct 10	Oct 13	Oct 25	Oct 31
2023	11	November	Oct 2023	Oct 1 - Oct 28	Oct 1 - Oct 31	<b>Oct 11 - Nov 4</b>	<b>Nov 10</b>	Nov 22	Nov 30
2023	12	December	Nov 2023	Oct 29 - Dec 2	Nov 1 - Nov 30	<b>Nov 5 - Nov 25</b>	<b>Dec 5</b>	Dec 15	<b>Dec 21</b>

**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 July, 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