



Exempt Leave Reporting Schedule

including Pay Stub Available and Pay Dates

Calendar Year	Payroll Number	Payroll Month	Leave Reporting Month	Calendar Days Covered		Web Time Entry Deadlines		Payroll Begins 8pm	UNCGenie Pay Stub Available Date	Pay Date
				From	To	Employee Submission Deadline	Supervisor Approval Deadline			
2025										
2025										
2025										
2025										
2025	MN05	May	Apr 2025	Tues, Apr 1	Wed, Apr 30	Mon, May 5, 2025	Tue, May 6, 2025	May 13	May 23	May 30
2025	MN06	June	May 2025	Thurs, May 1	Sat, May 31	Mon, Jun 2, 2025	Tue, Jun 3, 2025	Jun 11	Jun 23	Jun 30
2025	MN07	July	Jun 2025	Sun, June 1	Mon, June 30	Mon, Jul 7, 2025	Tue, Jul 8, 2025	Jul 15	Jul 25	Jul 31
2025	MN08	August	Jul 2025	Tues, July 1	Thurs, July 31	Mon, Aug 4, 2025	Tue, Aug 5, 2025	Aug 13	Aug 25	Aug 29
2025	MN09	September	Aug 2025	Fri, Aug 1	Sun, Aug 31	Mon, Sep 8, 2025	Tue, Sep 9, 2025	Sep 12	Sep 24	Sep 30
2025	MN10	October	Sep 2025	Mon, Sep 1	Tues, Sep 30	Mon, Oct 6, 2025	Tue, Oct 7, 2025	Oct 15	Oct 27	Oct 31
2025	MN11	November	Oct 2025	Wed, Oct 1	Fri, Oct 31	Mon, Nov 3, 2025	Tue, Nov 4, 2025	Nov 10	Nov 20	Nov 26
2025	MN12	December	Nov 2025	Sat, Nov 1	Sun, Nov 30	Mon, Dec 1, 2025	Tue, Dec 2, 2025	Dec 4	Dec 16	Dec 22
2026	MN01	January	Dec 2025	Mon, Dec 1	Fri, Dec 31	Mon, Jan 5, 2026	Tue, Jan 6, 2026	Jan 13	Jan 26	Jan 30