

2022 "SmartTime" Calendar for SHRA [Non-Exempt] Employees

Payroll month	Leave report	Start date - End date	Holidays	Submission deadline	Approval deadline	Comp accrued & Leave taken thru	Leave accrual	View balance in OnePort
JAN	SB 26	12/6 - 12/19		Sunday, December 19	Tuesday, December 21	January 2	January	January 25
	SB 01	12/20 - 1/2	Dec 24, 27, 28, 29	Sunday, January 2	Tuesday, January 4			
FEB	SB 02	1/3 - 1/16	January 3	Sunday, January 16	Tuesday, January 18	February 13	February	February 25
	SB 03	1/17 - 1/30	January 17	Sunday, January 30	Tuesday, February 1			
	SB 04	1/31 - 2/13		Sunday, February 13	Tuesday, February 15			
MAR	SB 05	2/14 - 2/27		Sunday, February 27	Tuesday, March 1	March 13	March	March 25
	SB 06	2/28 - 3/13		Sunday, March 13	Tuesday, March 15			
APR	SB 07	3/14 - 3/27		Sunday, March 27	Tuesday, March 29	April 10	April	April 25
	SB 08	3/28 - 4/10		Sunday, April 10	Tuesday, April 12			
MAY	SB 09	4/11 - 4/24		Sunday, April 24	Tuesday, April 26	May 8	May	May 25
	SB 10	4/25 - 5/8		Sunday, May 8	Tuesday, May 10			
JUN	SB 11	5/9 - 5/22		Sunday, May 22	Tuesday, May 24	June 5	June	June 25
	SB 12	5/23 - 6/5	May 30	Sunday, June 5	Tuesday, June 7			
JUL	SB 13	6/6 - 6/19		Sunday, June 19	Tuesday, June 21	July 3	July	July 25
	SB 14	6/20 - 7/3		Sunday, July 3	Tuesday, July 5			
AUG	SB 15	7/4 - 7/17	July 4	Sunday, July 17	Tuesday, July 19	July 31	August	August 25
	SB 16	7/18 - 7/31		Sunday, July 31	Tuesday, August 2			
SEP	SB 17	8/1 - 8/14		Sunday, August 14	Tuesday, August 16	September 11	September	September 25
	SB 18	8/15 - 8/28		Sunday, August 28	Tuesday, August 30			
	SB 19	8/29 - 9/11	September 5	Sunday, September 11	Tuesday, September 13			
OCT	SB 20	9/12 - 9/25		Sunday, September 25	Tuesday, September 27	October 9	October	October 25
	SB 21	9/26 - 10/9		Sunday, October 9	Tuesday, October 11			
NOV	SB 22	10/10 - 10/23		Sunday, October 23	Tuesday, October 25	October 23	November	November 25
DEC	SB 23	10/24 - 11/6		Sunday, November 6	Tuesday, November 8	December 4	December	December 23
	SB 24	11/7 - 11/20		Sunday, November 20	Tuesday, November 22			
	SB 25	11/21 - 12/4	November 23-25	Sunday, December 4	Tuesday, December 6			
Jan '23	SB 26	12/5 - 12/18		Sunday, December 18	Tuesday, December 20	January 1, 2023	Jan '23	Jan 25, 2023
	SB 01	12/19 - 1/1	December 26-29	Tuesday, January 3	Wednesday, January 4			

Payroll month	The month you will be paid
SB	Corresponds to a specific timekeeping period (SB = staff bi-weekly)
Start date	The first day in that specific bi-weekly period, and the first day your leave report is available in OnePort
End date	The last day in that specific bi-weekly period, and the last day your leave report is available in OnePort
Submission Deadline	11:59 p.m. on the last day of the bi-weekly; OnePort cuts off your access after that time
Approval Deadline	5 p.m. on the Tuesday after the bi-weekly; OnePort cuts off supervisor access after that time
Comp accru & Lv Taken thru	The date through which any comptime accrued and/or leave taken are included in the new balance
Leave accrual month	That month's accrual; covers leave recorded in the coordinating SBs (always the same as payroll month)
View balance in OnePort	The date that new leave balances will be available to you in OnePort

Questions?	https://payroll.unca.edu/employment-services/leave-reporting/smart-time/ https://hr.unca.edu/policies-forms/guidelines-forms/leave-reports@unca.edu
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