

## 2025 "SmartTime" Calendar for SHRA Non-Exempt Employees

SB	Start date	End date	Holidays	Submission deadline	Approval deadline	Payday
26	Dec 2	Dec 15		Dec 15	Dec 17	
1	Dec 16	Dec 29	<i>December 24-27</i>	Dec 29	Jan 2	31-Jan-2025
2	Dec 30	Jan 12	<i>January 1</i>	Jan 12	Jan 14	
3	Jan 13	Jan 26	<i>January 20</i>	Jan 26	Jan 28	28-Feb-2025
4	Jan 27	Feb 9		Feb 9	Feb 11	
5	Feb 10	Feb 23		Feb 23	Feb 25	31-Mar-2025
6	Feb 24	Mar 9		Mar 9	Mar 11	
7	Mar 10	Mar 23		Mar 23	Mar 25	30-Apr-2025
8	Mar 24	Apr 6		Apr 6	Apr 8	
9	Apr 7	Apr 20		Apr 20	Apr 22	30-May-2025
10	Apr 21	May 4		May 4	May 6	
11	May 5	May 18		May 18	May 20	30-Jun-2025
12	May 19	Jun 1	<i>May 26</i>	Jun 1	Jun 3	
13	Jun 2	Jun 15		Jun 15	Jun 17	31-Jul-2025
14	Jun 16	Jun 29		Jun 29	Jul 1	
15	Jun 30	Jul 13	<i>July 4</i>	Jul 13	Jul 15	
16	Jul 14	Jul 27		Jul 27	Jul 29	29-Aug-2025
17	Jul 28	Aug 10		Aug 10	Aug 12	
18	Aug 11	Aug 24		Aug 24	Aug 26	30-Sep-2025
19	Aug 25	Sep 7	<i>September 1</i>	Sep 7	Sep 9	
20	Sep 8	Sep 21		Sep 21	Sep 23	31-Oct-2025
21	Sep 22	Oct 5		Oct 5	Oct 7	
22	Oct 6	Oct 19		Oct 19	Oct 21	26-Nov-2025
23	Oct 20	Nov 2		Nov 2	Nov 4	
24	Nov 3	Nov 16		Nov 16	Nov 18	22-Dec-2025
25	Nov 17	Nov 30	<i>November 26-28</i>	Dec 1	Dec 3	
26	Dec 1	Dec 14		Dec 14	Dec 16	30-Jan-2026
1	Dec 15	Dec 28	<i>December 24-26</i>	Dec 28	Jan 4	
2	Dec 29	Jan 11	<i>Dec. 29 &amp; Jan. 1</i>	Jan 11	Jan 13	

<https://payroll.unca.edu/employment-services/leave-reporting/smart-time/>