

## **UNCG EMPLOYEE MONTHLY TIME SHEET WORK PERIODS**

EPA	1 <sup>st</sup> day of month through last day of month.
SPA (Exempt)	1 <sup>st</sup> day of month through last day of month.
Graduate Student (with Assistantship)	1 <sup>st</sup> day of month through last day of month.
SPA (Non Exempt)	Refer to Human Resource Services Department Leave Management Schedule. ( <a href="http://www.uncg.edu/hrs/timesheet.htm">http://www.uncg.edu/hrs/timesheet.htm</a> )
SPA (Temporary)	11 <sup>th</sup> day of month through 10 <sup>th</sup> day of following month.
Student (Departmental and Work Study)	11 <sup>th</sup> day of month through 10 <sup>th</sup> day of following month.