

FY 2016 - 2017

The University of West Florida OPS and University Work Force Employees

Schedule of Biweekly Payroll
July 2016 through August 2017

Pay Period Dates	Pay Date	Web Time Entry Due by 10:00AM on:		
06/19/16 - 07/02/16	07/08/16	07/01/16	Note (1)	6/19-6/30 Posted to June ledger
07/03/16 - 07/16/16	07/22/16	07/18/16		
07/17/16 - 07/30/16	08/05/16	08/01/16		
07/31/16 - 08/13/16	08/19/16	08/15/16		
08/14/16 - 08/27/16	09/02/16	08/29/16		
08/28/16 - 09/10/16	09/16/16	09/12/16		
09/11/16 - 09/24/16	09/30/16	09/26/16	Note (2)	
09/25/16 - 10/08/16	10/14/16	10/10/16		
10/09/16 - 10/22/16	10/28/16	10/24/16		
10/23/16 - 11/05/16	11/10/16	11/04/16	Note (1) & (3)	Early Payday
11/06/16 - 11/19/16	11/23/16	11/17/16	Note (1) & (3)	Early Payday
11/20/16 - 12/03/16	12/09/16	12/05/16		
12/04/16 - 12/17/16	12/23/16	12/19/16		
12/18/16 - 12/31/16	01/06/17	12/22/16	Note (1)	
01/01/17 - 01/14/17	01/20/17	01/13/17	Note (1)	
01/15/17 - 01/28/17	02/03/17	01/30/17		
01/29/17 - 02/11/17	02/17/17	02/13/17		
02/12/17 - 02/25/17	03/03/17	02/27/17		
02/26/17 - 03/11/17	03/17/17	03/13/17		
03/12/17 - 03/25/17	03/31/17	03/27/17	Note (2)	
03/26/17 - 04/08/17	04/14/17	04/10/17		
04/09/17 - 04/22/17	04/28/17	04/24/17		
04/23/17 - 05/06/17	05/12/17	05/08/17		
05/07/17 - 05/20/17	05/26/17	05/22/17		
05/21/17 - 06/03/17	06/09/17	06/05/17		
06/04/17 - 06/17/17	06/23/17	06/19/17		
06/18/17 - 07/01/17	07/07/17	06/30/17	Note (1)	
07/02/17 - 07/15/17	07/21/17	07/17/17		
07/16/17 - 07/29/17	08/04/17	07/31/17		
07/30/17 - 08/12/17	08/18/17	08/14/17		
08/13/17 - 08/26/17	09/01/17	08/28/17		

Note (1) Due to a University holiday web-time entry is due early.

Note (2) Deductions for certain items are not made on the third payroll warrant during a month. These items include medical and other insurance and Flexible Benefit Plan Reimbursement Accounts.

Note (3) Due to banking holidays, we will be processing payroll early.

04/27/16

FY 2016 - 2017

The University of West Florida
Twelve Month Contracts - Faculty and Staff
 Schedule of Biweekly Payroll
 2016 - 2017 Contracts

CONTRACT DATES ARE AUGUST 8, 2016 THROUGH AUGUST 7, 2017 (26.1 Pay Periods)

Pay Period Dates	Pay Period Number	Pay Date	Web Time Entry Due by 10:00AM on:	
07/31/16 - 08/13/16	0.5	08/19/16	08/15/16	
08/14/16 - 08/27/16	1.0	09/02/16	08/29/16	
08/28/16 - 09/10/16	2.0	09/16/16	09/12/16	
09/11/16 - 09/24/16	3.0	09/30/16	09/26/16	Note (2)
09/25/16 - 10/08/16	4.0	10/14/16	10/10/16	
10/09/16 - 10/22/16	5.0	10/28/16	10/24/16	
10/23/16 - 11/05/16	6.0	11/10/16	11/04/16	Note (1) & (3)
11/06/16 - 11/19/16	7.0	11/23/16	11/17/16	Note (1) & (3)
11/20/16 - 12/03/16	8.0	12/09/16	12/05/16	
12/04/16 - 12/17/16	9.0	12/23/16	12/19/16	
12/18/16 - 12/31/16	10.0	01/06/17	12/22/16	Note (1)
01/01/17 - 01/14/17	11.0	01/20/17	01/13/17	Note (1)
01/15/17 - 01/28/17	12.0	02/03/17	01/30/17	
01/29/17 - 02/11/17	13.0	02/17/17	02/13/17	
02/12/17 - 02/25/17	14.0	03/03/17	02/27/17	
02/26/17 - 03/11/17	15.0	03/17/17	03/13/17	
03/12/17 - 03/25/17	16.0	03/31/17	03/27/17	Note (2)
03/26/17 - 04/08/17	17.0	04/14/17	04/10/17	
04/09/17 - 04/22/17	18.0	04/28/17	04/24/17	
04/23/17 - 05/06/17	19.0	05/12/17	05/08/17	
05/07/17 - 05/20/17	20.0	05/26/17	05/22/17	
05/21/17 - 06/03/17	21.0	06/09/17	06/05/17	
06/04/17 - 06/17/17	22.0	06/23/17	06/19/17	
06/18/17 - 07/01/17	23.0	07/07/17	06/30/17	Note (1)
07/02/17 - 07/15/17	24.0	07/21/17	07/17/17	
07/16/17 - 07/29/17	25.0	08/04/17	07/31/17	
07/30/17 - 08/12/17	0.6	08/18/17	08/14/17	
TOTAL PAY PERIODS	26.1			

Note (1) - Due to a University holiday web-time entry is due early.

Note (2) - Deductions for certain items are not made on the third payroll warrant during a month. These items include medical and other insurance and Flexible Benefit Plan Reimbursement Accounts.

Note (3) - Due to banking holidays, we will be processing payroll early.

FY 2016 - 2017

The University of West Florida
Ten Month Contracts - OPS and Staff
Schedule of Biweekly Payroll
2016 - 2017 Contracts

CONTRACT DATES ARE AUGUST 8, 2016 THROUGH JUNE 4, 2017 (21.5 Pay Periods)

Pay Period Dates	Pay Period Number	Pay Date	Insurance Deduction
07/31/16 - 08/13/16	0.5	08/19/16	
08/14/16 - 08/27/16	1.0	09/02/16	1
08/28/16 - 09/10/16	2.0	09/16/16	2
09/11/16 - 09/24/16	3.0	09/30/16	
09/25/16 - 10/08/16	4.0	10/14/16	3
10/09/16 - 10/22/16	5.0	10/28/16	4
10/23/16 - 11/05/16	6.0	11/10/16	5
11/06/16 - 11/19/16	7.0	11/23/16	6
11/20/16 - 12/03/16	8.0	12/09/16	7
12/04/16 - 12/17/16	9.0	12/23/16	8
12/18/16 - 12/31/16	10.0	01/06/17	9
01/01/17 - 01/14/17	11.0	01/20/17	10
01/15/17 - 01/28/17	12.0	02/03/17	11*
01/29/17 - 02/11/17	13.0	02/17/17	12*
02/12/17 - 02/25/17	14.0	03/03/17	13*
02/26/17 - 03/11/17	15.0	03/17/17	14*
03/12/17 - 03/25/17	16.0	03/31/17	
03/26/17 - 04/08/17	17.0	04/14/17	15*
04/09/17 - 04/22/17	18.0	04/28/17	16*
04/23/17 - 05/06/17	19.0	05/12/17	17*
05/07/17 - 05/20/17	20.0	05/26/17	
05/21/17 - 06/03/17	21.0	06/09/17	

TOTAL PAY PERIODS 21.5

Premium deductions for all Gabor and Reliastar policies will be based on 16 installments for 10-month employees. The first deduction for this coverage is 9/2/16.

Insurance deductions for State Health and State Life are based on 24 payments per year. Ten month employees will have double deductions for seven pay periods as indicated to receive summer coverage. The pay periods which will have the double deductions are marked with an asterisk* in the Insurance Deduction column.

FY 2016 - 2017

The University of West Florida
Nine Month Faculty
Schedule of Biweekly Payroll
2016 - 2017 Contracts

CONTRACT DATES ARE AUGUST 8, 2016 THROUGH MAY 5, 2017 (19.5 Pay Periods)

Pay Period Dates	Pay Period Number	Pay Date	Insurance Deduction
07/31/16 - 08/13/16	0.5	08/19/16	
08/14/16 - 08/27/16	1.0	09/02/16	1
08/28/16 - 09/10/16	2.0	09/16/16	2
09/11/16 - 09/24/16	3.0	09/30/16	
09/25/16 - 10/08/16	4.0	10/14/16	3
10/09/16 - 10/22/16	5.0	10/28/16	4
10/23/16 - 11/05/16	6.0	11/10/16	5
11/06/16 - 11/19/16	7.0	11/23/16	6
11/20/16 - 12/03/16	8.0	12/09/16	7
12/04/16 - 12/17/16	9.0	12/23/16	8
12/18/16 - 12/31/16	10.0	01/06/17	9
01/01/17 - 01/14/17	11.0	01/20/17	10
01/15/17 - 01/28/17	12.0	02/03/17	11*
01/29/17 - 02/11/17	13.0	02/17/17	12*
02/12/17 - 02/25/17	14.0	03/03/17	13*
02/26/17 - 03/11/17	15.0	03/17/17	14*
03/12/17 - 03/25/17	16.0	03/31/17	
03/26/17 - 04/08/17	17.0	04/14/17	15*
04/09/17 - 04/22/17	18.0	04/28/17	16*
04/23/17 - 05/06/17	19.0	05/12/17	17*
TOTAL PAY PERIODS	19.5		

Premium deductions for all Gabor and Reliastar policies will be based on 16 installments for 9-month faculty. The first deduction for this coverage is 9/2/16.

Insurance deductions for State Health and State Life are based on 24 payments per year. Nine month faculty will have double deductions for seven pay periods as indicated to receive summer coverage. The pay periods which will have the double deductions are marked with an asterisk* in the Insurance Deduction column.

FY 2016 - 2017

The University of West Florida
Summer Supplements - Faculty Salary
Schedule of Biweekly Payroll
Summer 2017

Page 5 of 6

CONTRACT DATES ARE May 8, 2017 THROUGH AUGUST 4, 2017

Pay Period Dates	Pay Period Number	Pay Date
05/07/17 - 05/20/17	1.0	05/26/17
05/21/17 - 06/03/17	2.0	06/09/17
06/04/17 - 06/17/17	3.0	06/23/17
06/18/17 - 07/01/17	4.0	07/07/17
07/02/17 - 07/15/17	5.0	07/21/17
07/16/17 - 07/29/17	6.0	08/04/17
07/30/17 - 08/12/17	0.5	08/18/17
TOTAL PAY PERIODS	6.5	

Summer Supplement appointments have no deductions for State Health or Life Insurance

FY 2016 - 2017

The University of West Florida
Overloads/Graduate Assistants/Adjuncts
 Schedule of Biweekly Payroll
 2016 - 2017

FALL SEMESTER 2016

Term A	Term B	Term C
Appointment Period 08/22 - 12/10	Appointment Period 08/22 - 10/07	Appointment Period 10/12 - 12/02
0.5 09/02/16	0.5 09/02/16	
1.0 09/16/16	1.0 09/16/16	
2.0 09/30/16	2.0 09/30/16	
3.0 10/14/16	3.0 10/14/16	
4.0 10/28/16	3.5	0.8 10/28/16
5.0 11/10/16		1.0 11/10/16
6.0 11/23/16		2.0 11/23/16
7.0 12/09/16		3.0 12/09/16
0.5 12/23/16		3.8
<u>8.0</u>		

SPRING SEMESTER 2017

Term A	Term B	Term C
Appointment Period 01/09 - 05/06	Appointment Period 01/09 - 02/24	Appointment Period 03/06 - 04/28
0.5 01/20/17	0.5 01/20/17	
1.0 02/03/17	1.0 02/03/17	
2.0 02/17/17	2.0 02/17/17	
3.0 03/03/17	3.0 03/03/17	
4.0 03/17/17	3.5	0.5 03/17/17
5.0 03/31/17		1.0 03/31/17
6.0 04/14/17		2.0 04/14/17
7.0 04/28/17		3.0 04/28/17
8.0 05/12/17		0.5 05/12/17
<u>8.5</u>		4.0

SUMMER SEMESTER 2017

Term A	Term B	Term C	Term D
Appointment Period 05/15 - 08/11	Appointment Period 5/15 - 6/27	Appointment Period 06/29 - 08/11	Appointment Period 06/14 - 08/11
0.5 05/26/17	0.5 05/26/17		
1.0 06/09/17	1.0 06/09/17		
2.0 06/23/17	2.0 06/23/17		0.3 06/23/17
3.0 07/07/17	0.7 07/07/17	0.2 07/07/17	1.0 07/07/17
4.0 07/21/17	3.2	1.0 07/21/17	2.0 07/21/17
5.0 08/04/17		2.0 08/04/17	3.0 08/04/17
6.0 08/18/17		3.0 08/18/17	4.0 08/18/17
<u>6.5</u>		3.2	4.3

Payments will be made ratably over the period of appointment. (Appointments periods based on class dates)

Payments will vary from term to term due to the fact that the actual number of days in each term varies.

When classes are cancelled, departments should notify the Payroll Office at extension 3051 as soon as possible in order to avoid an overpayment.