

FY 2019 - 2020

The University of West Florida
OPS and University Work Force Employees
 Schedule of Biweekly Payroll
 July 2019 through August 2020

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

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.

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FY 2019 - 2020

The University of West Florida
Twelve Month Contracts - Faculty and Staff
 Schedule of Biweekly Payroll
 July 2019 through August 2020

CONTRACT DATES ARE AUGUST 8, 2019 THROUGH AUGUST 7, 2020 (26.2 Pay Periods)

| Pay Period Dates | Pay Period Number | Pay Date | Web Time Entry Due by 10:00AM on: | |
|--------------------------|-------------------------|----------|---|---------------------------|
| 07/28/19 - 08/10/19 | 0.2 | 08/16/19 | 08/12/19 | |
| 08/11/19 - 08/24/19 | 1.0 | 08/30/19 | 08/26/19 | Note (2) |
| 08/25/19 - 09/07/19 | 2.0 | 09/13/19 | 09/09/19 | |
| 09/08/19 - 09/21/19 | 3.0 | 09/27/19 | 09/23/19 | |
| 09/22/19 - 10/05/19 | 4.0 | 10/11/19 | 10/07/19 | |
| 10/06/19 - 10/19/19 | 5.0 | 10/25/19 | 10/21/19 | |
| 10/20/19 - 11/02/19 | 6.0 | 11/08/19 | 11/04/19 | |
| 11/03/19 - 11/16/19 | 7.0 | 11/22/19 | 11/18/19 | |
| 11/17/19 - 11/30/19 | 8.0 | 12/06/19 | 12/02/19 | |
| 12/01/19 - 12/14/19 | 9.0 | 12/20/19 | 12/16/19 | |
| 12/15/19 - 12/28/19 | 10.0 | 01/03/20 | 12/18/19 | Note (1) |
| 12/29/19 - 01/11/20 | 11.0 | 01/17/20 | 01/13/20 | |
| 01/12/20 - 01/25/20 | 12.0 | 01/31/20 | 01/27/20 | |
| 01/26/20 - 02/08/20 | 13.0 | 02/14/20 | 02/10/20 | |
| 02/09/20 - 02/22/20 | 14.0 | 02/28/20 | 02/24/20 | |
| 02/23/20 - 03/07/20 | 15.0 | 03/13/20 | 03/09/20 | |
| 03/08/20 - 03/21/20 | 16.0 | 03/27/20 | 03/23/20 | |
| 03/22/20 - 04/04/20 | 17.0 | 04/10/20 | 04/06/20 | |
| 04/05/20 - 04/18/20 | 18.0 | 04/24/20 | 04/20/20 | |
| 04/19/20 - 05/02/20 | 19.0 | 05/08/20 | 05/04/20 | |
| 05/03/20 - 05/16/20 | 20.0 | 05/22/20 | 05/18/20 | |
| 05/17/20 - 05/30/20 | 21.0 | 06/05/20 | 06/01/20 | |
| 05/31/20 - 06/13/20 | 22.0 | 06/19/20 | 06/15/20 | |
| 06/14/20 - 06/27/20 | 23.0 | 07/02/20 | 06/26/20 | Note (1) & (3) |
| 06/28/20 - 07/11/20 | 24.0 | 07/17/20 | 07/13/20 | |
| 07/12/20 - 07/25/20 | 25.0 | 07/31/20 | 07/27/20 | Note (2) |
| 07/26/20 - 08/08/20 | 26.0 | 08/14/20 | 08/10/20 | |
| TOTAL PAY PERIODS | 26.2 | | | |

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.

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The University of West Florida
Ten Month Contracts -Faculty, OPS and Staff
 Schedule of Biweekly Payroll
 July 2019 through August 2020

CONTRACT DATES ARE AUGUST 8, 2019 THROUGH JUNE 3, 2020 (21.5 Pay Periods)

| Pay Period Dates | Pay Period Number | Pay Date | Insurance Deduction |
|-----------------------|----------------------|----------|------------------------|
| 07/28/19 - 08/10/19 | 0.2 | 08/16/19 | |
| 08/11/19 - 08/24/19 | 1.0 | 08/30/19 | No insurance |
| 08/25/19 - 09/07/19 | 2.0 | 09/13/19 | 1 |
| 09/08/19 - 09/21/19 | 3.0 | 09/27/19 | 2 |
| 09/22/19 - 10/05/19 | 4.0 | 10/11/19 | 3 |
| 10/06/19 - 10/19/19 | 5.0 | 10/25/19 | 4 |
| 10/20/19 - 11/02/19 | 6.0 | 11/08/19 | 5 |
| 11/03/19 - 11/16/19 | 7.0 | 11/22/19 | 6 |
| 11/17/19 - 11/30/19 | 8.0 | 12/06/19 | 7 |
| 12/01/19 - 12/14/19 | 9.0 | 12/20/19 | 8 |
| 12/15/19 - 12/28/19 | 10.0 | 01/03/20 | 9 |
| 12/29/19 - 01/11/20 | 11.0 | 01/17/20 | 10 |
| 01/12/20 - 01/25/20 | 12.0 | 01/31/20 | |
| 01/26/20 - 02/08/20 | 13.0 | 02/14/20 | 11* |
| 02/09/20 - 02/22/20 | 14.0 | 02/28/20 | 12* |
| 02/23/20 - 03/07/20 | 15.0 | 03/13/20 | 13* |
| 03/08/20 - 03/21/20 | 16.0 | 03/27/20 | 14* |
| 03/22/20 - 04/04/20 | 17.0 | 04/10/20 | 15* |
| 04/05/20 - 04/18/20 | 18.0 | 04/24/20 | 16* |
| 04/19/20 - 05/02/20 | 19.0 | 05/08/20 | 17* |
| 05/03/20 - 05/16/20 | 20.0 | 05/22/20 | |
| 05/17/20 - 05/30/20 | 21.0 | 06/05/20 | |
| 05/31/20 - 06/13/20 | 0.3 | 06/19/20 | |
| 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 9/13/19.

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.

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The University of West Florida
Nine Month Faculty
Schedule of Biweekly Payroll
July 2019 through August 2020

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CONTRACT DATES ARE AUGUST 8, 2019 THROUGH MAY 6, 2020 (19.5 Pay Periods)

| Pay Period Dates | Pay Period Number | Pay Date | Insurance Deduction |
|--------------------------|-------------------|----------|---------------------|
| 07/28/19 - 08/10/19 | 0.2 | 08/16/19 | |
| 08/11/19 - 08/24/19 | 1.0 | 08/30/19 | |
| 08/25/19 - 09/07/19 | 2.0 | 09/13/19 | 1 |
| 09/08/19 - 09/21/19 | 3.0 | 09/27/19 | 2 |
| 09/22/19 - 10/05/19 | 4.0 | 10/11/19 | 3 |
| 10/06/19 - 10/19/19 | 5.0 | 10/25/19 | 4 |
| 10/20/19 - 11/02/19 | 6.0 | 11/08/19 | 5 |
| 11/03/19 - 11/16/19 | 7.0 | 11/22/19 | 6 |
| 11/17/19 - 11/30/19 | 8.0 | 12/06/19 | 7 |
| 12/01/19 - 12/14/19 | 9.0 | 12/20/19 | 8 |
| 12/15/19 - 12/28/19 | 10.0 | 01/03/20 | 9 |
| 12/29/19 - 01/11/20 | 11.0 | 01/17/20 | 10 |
| 01/12/20 - 01/25/20 | 12.0 | 01/31/20 | |
| 01/26/20 - 02/08/20 | 13.0 | 02/14/20 | 11* |
| 02/09/20 - 02/22/20 | 14.0 | 02/28/20 | 12* |
| 02/23/20 - 03/07/20 | 15.0 | 03/13/20 | 13* |
| 03/08/20 - 03/21/20 | 16.0 | 03/27/20 | 14* |
| 03/22/20 - 04/04/20 | 17.0 | 04/10/20 | 15* |
| 04/05/20 - 04/18/20 | 18.0 | 04/24/20 | 16* |
| 04/19/20 - 05/02/20 | 19.0 | 05/08/20 | 17* |
| 05/03/20 - 05/16/20 | 0.3 | 05/22/20 | |
| 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 9/13/19.

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.

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The University of West Florida
Summer Supplements - Faculty Salary
Schedule of Biweekly Payroll
May 2020 through August 2020

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CONTRACT DATES ARE May 7, 2020 THROUGH AUGUST 5, 2020

| Pay Period Dates | Pay Period Number | Pay Date |
|---------------------|-------------------|----------|
| 05/03/20 - 05/16/20 | 0.7 | 05/22/20 |
| 05/17/20 - 05/30/20 | 1.0 | 06/05/20 |
| 05/31/20 - 06/13/20 | 2.0 | 06/19/20 |
| 06/14/20 - 06/27/20 | 3.0 | 07/02/20 |
| 06/28/20 - 07/11/20 | 4.0 | 07/17/20 |
| 07/12/20 - 07/25/20 | 5.0 | 07/31/20 |
| 07/26/20 - 08/08/20 | 0.8 | 08/14/20 |
| TOTAL PAY PERIODS | 6.5 | |

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

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FY 2019 - 2020

The University of West Florida
Overloads/Graduate Assistants/Adjuncts
 Schedule of Biweekly Payroll
 July 2019 through August 2020

FALL SEMESTER 2019

| Term 1 | Term 2 | Term 3 |
|--|--|--|
| Appointment Period <u>08/26 - 12/14</u> | Appointment Period <u>08/26 - 10/18</u> | Appointment Period <u>10/21 - 12/14</u> |
| 1.0 09/13/19 | 1.0 09/13/19 | |
| 2.0 09/27/19 | 2.0 09/27/19 | |
| 3.0 10/11/19 | 3.0 10/11/19 | |
| 4.0 10/25/19 | 4.0 10/25/19 | |
| 5.0 11/08/19 | 4.0 | 1.0 11/08/19 |
| 6.0 11/22/19 | | 2.0 11/22/19 |
| 7.0 12/06/19 | | 3.0 12/06/19 |
| 8.0 12/20/19 | | 4.0 12/20/19 |
| 8.0 | | 4.0 |

SPRING SEMESTER 2020

| Term 1 | Term 2 | Term 3 |
|--|--|--|
| Appointment Period <u>01/06 - 05/02</u> | Appointment Period <u>01/06 - 02/28</u> | Appointment Period <u>03/02 - 05/02</u> |
| 0.5 01/17/20 | 0.5 01/17/20 | |
| 1.0 01/31/20 | 1.0 01/31/20 | |
| 2.0 02/14/20 | 2.0 02/14/20 | |
| 3.0 02/28/20 | 3.0 02/28/20 | |
| 4.0 03/13/20 | 0.5 03/13/20 | 0.5 03/13/20 |
| 5.0 03/27/20 | 4.0 | 1.0 03/27/20 |
| 6.0 04/10/20 | | 2.0 04/10/20 |
| 7.0 04/24/20 | | 3.0 04/24/20 |
| 8.0 05/08/20 | | 4.0 05/08/20 |
| 8.5 | | 4.5 |

SUMMER SEMESTER 2020

| Term 1 | Term 2 | Term 3 | Term 4 |
|--|---|--|--|
| Appointment Period <u>05/11 - 08/07</u> | Appointment Period <u>5/11 - 06/23</u> | Appointment Period <u>06/25 - 08/07</u> | Appointment Period <u>06/10 - 08/07</u> |
| 0.5 05/22/20 | 0.5 05/22/20 | | |
| 1.0 06/05/20 | 1.0 06/05/20 | | |
| 2.0 06/19/20 | 2.0 06/19/20 | | 0.3 06/19/20 |
| 3.0 07/02/20 | 0.7 07/02/20 | 0.2 07/02/20 | 1.0 07/02/20 |
| 4.0 07/17/20 | 3.2 | 1.0 07/17/20 | 2.0 07/17/20 |
| 5.0 07/31/20 | | 2.0 07/31/20 | 3.0 07/31/20 |
| 6.0 08/14/20 | | 3.0 08/14/20 | 4.0 08/14/20 |
| 6.5 | | 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 3169 as soon as possible in order to avoid an overpayment.