

FY 2009-2010

The University of West Florida
OPS and University Work Force Employees
 Schedule of Biweekly Payroll
 July 2009 through August 2010

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

FY 2009-2010

The University of West Florida
Twelve Month Contracts - Faculty and Staff
 Schedule of Biweekly Payroll
 2009 - 2010 Contracts

CONTRACT DATES ARE AUGUST 8, 2009 THROUGH AUGUST 7, 2010 (26 Pay Periods)

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

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, U.S. Savings Bonds, and Flexible Plan Reimbursement Accounts.**

FY 2009-2010

The University of West Florida
Ten Month Contracts - OPS and Staff
Schedule of Biweekly Payroll
2009 - 2010 Contracts

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CONTRACT DATES ARE AUGUST 8, 2009 THROUGH JUNE 4, 2010 (21.5 Pay Periods)

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

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 2009-2010

The University of West Florida
Nine Month Faculty
Schedule of Biweekly Payroll
2009 - 2010 Contracts

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CONTRACT DATES ARE AUGUST 8, 2009 THROUGH MAY 7, 2010 (19.5 Pay Periods)

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

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 2009-2010

The University of West Florida
Summer Supplements - Faculty Salary
Schedule of Biweekly Payroll
Summer 2010

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CONTRACT DATES ARE May 10, 2010 THROUGH AUGUST 6, 2010

<u>Pay Period Dates</u>	<u>Pay Period Number</u>	<u>Pay Date</u>
05/02/10 - 05/15/10	0.5	05/21/10
05/16/10 - 05/29/10	1.0	06/04/10
05/30/10 - 06/12/10	2.0	06/18/10
06/13/10 - 06/26/10	3.0	07/02/10
06/27/10 - 07/10/10	4.0	07/16/10
07/11/10 - 07/24/10	5.0	07/30/10
07/25/10 - 08/07/10	1.0	08/13/10
TOTAL PAY PERIODS	6.5	

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

FY 2009-2010

The University of West Florida
Overloads/Graduate Assistants/Adjuncts
 Schedule of Biweekly Payroll
 2009 - 2010

FALL SEMESTER 2009

Term A	Term B	Term C
Appointment Period 08/24 - 12/11	Appointment Period 8/24 - 10/09	Appointment Period 10/15 - 12/04
1.0 09/11/09	1.0 09/11/09	
2.0 09/25/09	2.0 09/25/09	
3.0 10/09/09	3.0 10/09/09	
4.0 10/23/09	0.5 10/23/09	0.2 10/23/09
5.0 11/06/09		1.0 11/06/09
6.0 11/20/09		2.0 11/20/09
7.0 12/04/09		3.0 12/04/09
8.0 12/18/09		0.5 12/18/09

SPRING SEMESTER 2010

Term A	Term B	Term C
Appointment Period 01/06 - 04/30	Appointment Period 01/06 - 02/23	Appointment Period 03/01 - 04/23
0.3 01/15/10	0.3 01/15/10	
1.0 01/29/10	1.0 01/29/10	
2.0 02/12/10	2.0 02/12/10	
3.0 02/26/10	3.0 02/26/10	
4.0 03/12/10	0.2 03/13/09	0.5 03/12/10
5.0 03/26/10		1.0 03/26/10
6.0 04/09/10		2.0 04/09/10
7.0 04/23/10		3.0 04/23/10
8.0 05/07/10		0.5 05/07/10

SUMMER SEMESTER 2010

Term A	Term B	Term C	Term D
Appointment Period 05/10 - 08/06	Appointment Period 05/10 - 06/22	Appointment Period 06/23 - 08/06	Appointment Period 06/14 - 08/06
0.5 05/21/10	0.5 05/21/10		
1.0 06/04/10	1.0 06/04/10		
2.0 06/18/10	2.0 06/18/10		
3.0 07/02/10	0.7 07/02/10	0.3 07/02/10	1.0 07/02/10
4.0 07/16/10		1.0 07/16/10	2.0 07/16/10
5.0 07/30/10		2.0 07/30/10	3.0 07/30/10
6.0 08/13/10		3.0 08/13/10	4.0 08/13/10

Payments will be made ratably over the period of appointment.
 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.