

# FY 2011-2012

The University of West Florida  
**OPS and University Work Force Employees**

Schedule of Biweekly Payroll  
 July 2011 through August 2012

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

**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.

# FY 2011-2012

The University of West Florida  
**Twelve Month Contracts - Faculty and Staff**  
 Schedule of Biweekly Payroll  
 2011-2012 Contracts

CONTRACT DATES ARE AUGUST 8, 2011 THROUGH AUGUST 7, 2012 (26 Pay Periods)

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

**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.**

# FY 2011-2012

The University of West Florida  
**Ten Month Contracts - OPS and Staff**  
Schedule of Biweekly Payroll  
2011-2012 Contracts

Page 3 of 6

CONTRACT DATES ARE AUGUST 8, 2011 THROUGH JUNE 1, 2012 (21.5 Pay Periods)

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

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 2011-2012

The University of West Florida  
**Nine Month Faculty**  
Schedule of Biweekly Payroll  
2011-2012 Contracts

CONTRACT DATES ARE AUGUST 8, 2011 THROUGH MAY 4, 2012 (19.5 Pay Periods)

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

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 2011-2012

The University of West Florida  
**Summer Supplements - Faculty Salary**  
Schedule of Biweekly Payroll  
Summer 2012

Page 5 of 6

CONTRACT DATES ARE May 7, 2012 THROUGH AUGUST 3, 2012

<u>Pay Period Dates</u>	<u>Pay Period Number</u>	<u>Pay Date</u>
04/29/12 - 05/12/12	0.5	05/18/12
05/13/12 - 05/26/12	1.0	06/01/12
05/27/12 - 06/09/12	2.0	06/15/12
06/10/12 - 06/23/12	3.0	06/29/12
06/24/12 - 07/07/12	4.0	07/13/12
07/08/12 - 07/21/12	5.0	07/27/12
07/22/12 - 08/04/12	6.0	08/10/12
TOTAL PAY PERIODS	6.5	

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

# FY 2011-2012

The University of West Florida  
**Overloads/Graduate Assistants/Adjuncts**  
 Schedule of Biweekly Payroll  
 2011 - 2012

## FALL SEMESTER 2011

Term A	Term B	Term C
Appointment Period 08/22- 12/10	Appointment Period 8/22 - 10/11	Appointment Period 10/13 - 12/02
1.0 09/09/11	1.0 09/09/11	
2.0 09/23/11	2.0 09/23/11	
3.0 10/07/11	3.0 10/07/11	
4.0 10/21/11	0.7 10/21/11	0.2 10/21/11
5.0 11/04/11		1.0 11/04/11
6.0 11/18/11		2.0 11/18/11
7.0 12/02/11		3.0 12/02/11
8.0 12/16/11		0.5 12/16/11

## SPRING SEMESTER 2012

Term A	Term B	Term C
Appointment Period 01/09 - 04/27	Appointment Period 01/09 - 02/28	Appointment Period 03/01 - 04/27
1.0 01/27/12	1.0 01/27/12	
2.0 02/10/12	2.0 02/10/12	
3.0 02/24/12	3.0 02/24/12	
4.0 03/09/12	0.7 03/09/12	0.2 03/09/12
5.0 03/23/12		1.0 03/23/12
6.0 04/06/12		2.0 04/06/12
7.0 04/20/12		3.0 04/20/12
8.0 05/04/12		4.0 05/04/12

## SUMMER SEMESTER 2012

Term A	Term B	Term C	Term D
Appointment Period 05/14 - 08/10	Appointment Period 05/14 - 06/26	Appointment Period 06/27 - 08/10	Appointment Period 06/18 - 08/10
1.0 06/01/12	1.0 06/01/12		
2.0 06/15/12	2.0 06/15/12		
3.0 06/29/12	3.0 06/29/12		0.5 06/29/12
4.0 07/13/12	0.2 07/13/12	0.8 07/13/12	1.0 07/13/12
5.0 07/27/12		1.0 07/27/12	2.0 07/27/12
6.0 08/10/12		2.0 08/10/12	3.0 08/10/12
0.5 08/24/12		0.5 08/24/12	0.5 08/24/12

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.