

FY 2010-2011

The University of West Florida
OPS and University Work Force Employees

Schedule of Biweekly Payroll
 July 2010 through August 2011

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

FY 2010-2011

The University of West Florida
Twelve Month Contracts - Faculty and Staff
 Schedule of Biweekly Payroll
 2010-2011 Contracts

CONTRACT DATES ARE AUGUST 8, 2010 THROUGH AUGUST 7, 2011 (26 Pay Periods)

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

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 and Flexible Benefit Plan Reimbursement Accounts.**

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The University of West Florida
Ten Month Contracts - OPS and Staff
Schedule of Biweekly Payroll
2010 - 2011 Contracts

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CONTRACT DATES ARE AUGUST 8, 2010 THROUGH JUNE 4, 2011 (21.5 Pay Periods)

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

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 2010-2011

The University of West Florida
Nine Month Faculty
Schedule of Biweekly Payroll
2010-2011 Contracts

CONTRACT DATES ARE AUGUST 8, 2010 THROUGH MAY 6, 2011 (19.5 Pay Periods)

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

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
Summer 2011

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CONTRACT DATES ARE May 9, 2011 THROUGH AUGUST 5, 2011

<u>Pay Period Dates</u>	<u>Pay Period Number</u>	<u>Pay Date</u>
05/01/11 - 05/14/11	0.5	05/20/11
05/15/11 - 05/28/11	1.0	06/03/11
05/29/11 - 06/11/11	2.0	06/17/11
06/12/11 - 06/25/11	3.0	07/01/11
06/26/11 - 07/09/11	4.0	07/15/11
07/10/11 - 07/23/11	5.0	07/29/11
07/24/11 - 08/06/11	1.0	08/12/11
TOTAL PAY PERIODS	6.5	

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

FY 2010-2011

The University of West Florida
Overloads/Graduate Assistants/Adjuncts
 Schedule of Biweekly Payroll
 2010 - 2011

FALL SEMESTER 2010

Term A	Term B	Term C
<u>Appointment Period</u> <u>08/23- 12/03</u>	<u>Appointment Period</u> <u>8/23 - 10/08</u>	<u>Appointment Period</u> <u>10/13 - 12/03</u>
1.0 09/10/10	1.0 09/10/10	
2.0 09/24/10	2.0 09/24/10	
3.0 10/08/10	3.0 10/08/10	
4.0 10/22/10	0.5 10/22/10	0.3 10/22/10
5.0 11/05/10		1.0 11/05/10
6.0 11/19/10		2.0 11/19/10
7.0 12/03/10		3.0 12/03/10
0.5 12/17/10		0.5 12/17/10

SPRING SEMESTER 2011

Term A	Term B	Term C
<u>Appointment Period</u> <u>01/05 - 04/29</u>	<u>Appointment Period</u> <u>01/05 - 02/22</u>	<u>Appointment Period</u> <u>02/28 - 04/22</u>
0.3 01/14/11	0.3 01/14/11	
1.0 01/28/11	1.0 01/28/11	
2.0 02/11/11	2.0 02/11/11	
3.0 02/25/11	3.0 02/25/11	
4.0 03/11/11	0.2 03/11/11	0.5 03/11/11
5.0 03/25/11		1.0 03/25/11
6.0 04/08/11		2.0 04/08/11
7.0 04/22/11		3.0 04/22/11
8.0 05/06/11		0.5 05/06/11

SUMMER SEMESTER 2011

Term A	Term B	Term C	Term D
<u>Appointment Period</u> <u>05/9 - 08/05</u>	<u>Appointment Period</u> <u>05/09 - 06/21</u>	<u>Appointment Period</u> <u>06/22 - 08/05</u>	<u>Appointment Period</u> <u>06/13 - 08/05</u>
0.5 05/20/11	0.5 05/20/11		
1.0 06/03/11	1.0 06/03/11		
2.0 06/17/11	2.0 06/17/11		
3.0 07/01/11	0.7 07/01/11	0.3 07/01/11	1.0 07/01/11
4.0 07/15/11		1.0 07/15/11	2.0 07/15/11
5.0 07/29/11		2.0 07/29/11	3.0 07/29/11
6.0 08/12/11		3.0 08/12/11	4.0 08/12/11

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.