UNIVERSITY OF CENTRAL FLORIDA PAYROLL SERVICES 2016 BIWEEKLY PAYROLL SCHEDULE

PAYROLL SCHEDULE	PAYPERIOD	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE	F&A GL Journal Date	TIME & ATTENDANCE SCHEDULE	PAYROLL WINDOW OPENS 8:00AM	PAYROLL WINDOW CLOSES 2:00PM	VENDOR PAYMENT PROCESSING DATE	Vendor Payments	FORMS DUE IN HR	ePAF Deadline	SALARY SUPPS DUE IN HR	DIRECT DEPOSIT FORMS DUE IN HR	BENEFIT COVERAGE PERIODS	12 Month Employees	9 Month Employees
		Friday	Thursday	Friday			Wednesday	Friday		Tuesday		Monday	Wednesday	Monday		Coverage Month	Coverage Month
	1	12/18/15	12/31/15	01/08/16	01/06/16		12/23/15	**12/23/15**		01/05/16		12/15/15	**12/21/15**	**12/17/15**		February	February
	2	01/01/16	01/14/16	01/22/16	01/18/16		01/06/16	**01/14/16**		01/19/16		12/21/15	**01/12/16**	**01/08/16**		February	February
	3	01/15/16	01/28/16	02/05/16	02/01/16		01/20/16	01/29/16		02/02/16		01/13/16	01/27/16	01/25/16		March	March*
	4	01/29/16	02/11/16	02/19/16	02/15/16		02/03/16	02/12/16		02/16/16		01/28/16	02/10/16	02/08/16		March	April*
	5	02/12/16	02/25/16	03/04/16	3/1/2016 - Tuesday		02/17/16	**02/25/16**		**02/29/16**		**02/10/16**	**02/23/16**	**02/19/16**		April	May*
	6	02/26/16	03/10/16	03/18/16	03/14/16		03/02/16	03/11/16		03/15/16		02/25/16	03/09/16	03/07/16		April	June*
	7	03/11/16	03/24/16	04/01/16	4/1/2016 - Friday		03/16/16	03/25/16		03/29/16		03/10/16	03/23/16	03/21/16		May	July*
	8	03/25/16	04/07/16	04/15/16	04/11/16		03/30/16	04/08/16		04/12/16		03/24/16	04/06/16	04/04/16		May	August*
	9	04/08/16	04/21/16	**04/29/16**	**04/25/16**		04/13/16	04/22/16		04/26/16		04/07/16	04/20/16	04/18/16		No Benefits	No Benefits
	10	04/22/16	05/05/16	05/13/16	05/09/16		04/27/16	05/06/16		05/10/16		04/21/16	05/04/16	05/02/16		June	September*
	11	05/06/16	05/19/16	05/27/16	05/23/16		05/11/16	05/20/16		05/24/16		05/05/16	05/18/16	05/16/16		June	No Deductions
	12	05/20/16	06/02/16	06/10/16	06/06/16		05/25/16	06/03/16		06/07/16		**05/18/16**	06/01/16	**05/27/16**		July	No Deductions
	13	06/03/16	06/16/16	06/24/16	06/20/16		06/08/16	06/17/16		06/21/16		06/02/16	06/15/16	06/13/16		July	No Deductions
	14	06/17/16	06/30/16	07/08/16	07/04/16		06/22/16	**06/30/16**		07/05/16		**06/15/16**	**06/28/16**	**06/24/16**		August	No Deductions
	15	07/01/16	07/14/16	07/22/16	07/18/16		07/06/16	07/15/16		07/19/16		**06/29/16**	07/13/16	07/11/16		August	No Deductions
	16	07/15/16	07/28/16	08/05/16	08/01/16		07/20/16	07/29/16		08/02/16		07/14/16	07/27/16	07/25/16		September	No Deductions
	17	07/29/16	08/11/16	08/19/16	08/15/16		08/03/16	08/12/16		08/16/16		07/28/16	08/10/16	08/08/16		September	No Deductions
	18	08/12/16	08/25/16	09/02/16	08/29/16		08/17/16	08/26/16		08/30/16		08/11/16	08/24/16	08/22/16		October	October
	19	08/26/16	09/08/16	09/16/16	09/12/16		08/31/16	09/09/16		09/13/16		**08/24/16**	09/07/16	**09/02/16**		October	October
	20	09/09/16	09/22/16	**09/30/16**	**09/26/16**		09/14/16	09/23/16		09/27/16		09/08/16	09/21/16	09/19/16		No Benefits	No Benefits
	21	09/23/16	10/06/16	10/14/16	10/10/16		09/28/16	10/07/16		10/11/16		09/22/16	10/05/16	10/03/16		November	November
	22	10/07/16	10/20/16	10/28/16	10/24/16		10/12/16	10/21/16		10/25/16		10/06/16	10/19/16	10/17/16		November	November
	23	10/21/16	11/03/16	**11/10/16**	**11/07/16**		10/26/16	**11/03/16**		**11/07/16**		**10/19/16**	**11/01/16**	**10/28/16**		December	December
	24	11/04/16	11/17/16	11/25/16	11/21/16		11/09/16	**11/16/16**		**11/18/16**		**11/01/16**	**11/14/16**	**11/10/16**		December	December
	25	11/18/16	12/01/16	12/09/16	12/05/16		11/23/16	12/02/16		12/06/16		**11/15/16**	11/30/16	11/28/16		January	January
	26	12/02/16	12/15/16	12/23/16	12/19/16		12/07/16	12/16/16		12/20/16		12/01/16	12/14/16	12/12/16		January	January
	1	12/16/16	12/29/16	01/06/17	01/02/17		12/21/16	12/30/16		01/03/17		**12/14/16**	12/28/16	**12/23/16**		February	February

= dates affected by holidays or other (**in bold**)
= 3rd paydate of the month, certain benefit deductions not taken
* = double deductions for 9 Month faculty for summer coverage
= no deduction for 9 M Faculty

Pay period will always begin every other Friday regardless of holidays.
Pay period will always end every other Thursday regardless of holidays.
** Payday is every other Friday unless affected by a holiday.
** Payroll Window opens at 8:00AM on the Wednesday in which a pay period begins (could be affected by a holiday or other reason).
** Payroll Window closes at 2:00PM on Friday after a pay period ending (could be affected by a holiday or other reason).

2016 UCF Holidays

January 1	New Year's Day
January 18	Martin Luther King's Day
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
November 11	Veterans Day
November 24	Thanksgiving Day
November 25	Day After Thanksgiving
December 26	Christmas Observed

IMPORTANT - NOTE THE FOLLOWING:

- **Some processing dates and deadlines are affected because of Federal Reserve Holidays (not observed by UCF).**
- **Human Resources reserves the right to modify this yearly calendar at any time during the year when warranted.**
- **To ensure that all processing and paperwork deadlines are met, it is each department's responsibility to review the monthly Payroll Calendar (on the HR website).**

11/2015 MK