

**UNIVERSITY OF CENTRAL FLORIDA PAYROLL SERVICES 2012 BIWEEKLY PAYROLL SCHEDULE**

PAYPERIOD	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE	TIME & ATTENDANCE SCHEDULE	PAYROLL WINDOW OPENS 8:00AM	PAYROLL WINDOW CLOSES 2:00PM	General Ledger Run Date	ePAF Deadline	SALARY SUPPS DUE IN HR	APPS FORMS DUE IN HR	DIRECT DEPOSIT FORMS DUE IN HR	12 Month Employees	9 Month Employees
1	12/23/11	01/05/12	01/13/12		12/21/11	01/06/12	01/09/12	12/15/11	01/04/12	12/30/11	12/30/11	February	February
2	01/06/12	01/19/12	01/27/12		01/11/12	01/20/12	01/23/12	01/06/12	01/18/12	01/13/12	01/13/12	February	February
3	01/20/12	02/02/12	02/10/12		01/25/12	02/03/12	02/06/12	01/23/12	02/01/12	01/27/12	01/30/12	March	March*
4	02/03/12	02/16/12	02/24/12		02/08/12	02/17/12	02/20/12	02/06/12	02/15/12	02/10/12	02/13/12	March	April*
5	02/17/12	03/01/12	03/09/12		02/22/12	03/02/12	03/05/12	02/20/12	02/29/12	02/24/12	02/27/12	April	May*
6	03/02/12	03/15/12	03/23/12		03/07/12	03/16/12	03/19/12	03/05/12	03/14/12	03/09/12	03/12/12	April	June*
7	03/16/12	03/29/12	04/06/12		03/21/12	03/30/12	04/02/12	03/19/12	03/28/12	03/23/12	03/26/12	May	July*
8	03/30/12	04/12/12	04/20/12		04/04/12	04/13/12	04/16/12	04/02/12	04/11/12	04/06/12	04/09/12	May	August*
9	04/13/12	04/26/12	05/04/12		04/18/12	04/27/12	04/30/12	04/16/12	04/25/12	04/20/12	04/23/12	June	September*
10	04/27/12	05/10/12	05/18/12		05/02/12	05/11/12	05/14/12	04/30/12	05/09/12	05/04/12	05/07/12	June	No Deductions
11	05/11/12	05/24/12	06/01/12		05/16/12	05/24/12	05/25/12	05/11/12	05/22/12	05/18/12	05/18/12	July	No Deductions
12	05/25/12	06/07/12	06/15/12		05/30/12	06/08/12	06/11/12	05/25/12	06/06/12	06/01/12	06/04/12	July	No Deductions
13	06/08/12	06/21/12	06/29/12		06/13/12	06/22/12	06/25/12	06/11/12	06/20/12	06/15/12	06/18/12	No Benefits	No Deductions
14	06/22/12	07/05/12	07/13/12		06/27/12	07/06/12	07/09/12	06/22/12	07/04/12	06/29/12	07/02/12	August	No Deductions
15	07/06/12	07/19/12	07/27/12		07/11/12	07/20/12	07/23/12	07/09/12	07/18/12	07/13/12	07/16/12	August	No Deductions
16	07/20/12	08/02/12	08/10/12		07/25/12	08/03/12	08/06/12	07/23/12	08/01/12	07/27/12	07/30/12	September	No Deductions
17	08/03/12	08/16/12	08/24/12		08/08/12	08/17/12	08/20/12	08/06/12	08/15/12	08/10/12	08/13/12	September	No Deductions
18	08/17/12	08/30/12	09/07/12		08/22/12	08/30/12	08/31/12	08/17/12	08/28/12	08/22/12	08/22/12	October	October
19	08/31/12	09/13/12	09/21/12		09/05/12	09/14/12	09/17/12	08/31/12	09/12/12	09/07/12	09/10/12	October	October
20	09/14/12	09/27/12	10/05/12		09/19/12	09/28/12	10/01/12	09/17/12	09/26/12	09/21/12	09/24/12	November	November
21	09/28/12	10/11/12	10/19/12		10/03/12	10/12/12	10/15/12	10/01/12	10/10/12	10/05/12	10/08/12	November	November
22	10/12/12	10/25/12	11/02/12		10/17/12	10/26/12	10/29/12	10/15/12	10/24/12	10/19/12	10/22/12	December	December
23	10/26/12	11/08/12	11/16/12		10/31/12	11/08/12	11/09/12	10/26/12	11/05/12	11/02/12	11/05/12	December	December
24	11/09/12	11/22/12	11/30/12		11/14/12	11/21/12	11/26/12	11/06/12	11/18/12	11/14/12	11/14/12	No Benefits	No Benefits
25	11/23/12	12/06/12	12/14/12		11/28/12	12/07/12	12/10/12	11/26/12	12/05/12	11/30/12	12/03/12	January	January
26	12/07/12	12/20/12	12/28/12		12/12/12	12/21/12	12/21/12	12/10/12	12/19/12	12/14/12	12/17/12	January	January
1	12/21/12	01/03/13	01/11/13		12/23/11	01/04/13	01/07/13	12/21/12	01/02/13	12/28/12	12/31/12	February	February

- = dates affected by holidays (in bold)
- = 3rd payday 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.
- \*\*\* The Payroll Window will open at 8:00AM on the Wednesday in which a pay period begins unless affected by a holiday.
- \*\*\*\* The Payroll Window will close at 2:00PM on Friday after a pay period ending unless affected by a holiday.
- \*\*\*\*\* Please note all form deadlines are for the day specified unless affected by a holiday.
- \*\*\*\*\* Payday is every other Friday unless affected by a holiday.

**2012 UCF Holidays**

- January 2 New Year's Day Observance
- January 16 Martin Luther King's Day
- May 28 Memorial Day
- July 4 Independence Day
- September 3 Labor Day
- November 12 Veteran's Day Observed/*Federal Reserve Holiday*
- November 22 Thanksgiving Day
- November 23 Day After Thanksgiving
- December 25 Christmas

**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).