

**UNIVERSITY OF CENTRAL FLORIDA PAYROLL SERVICES 2016 BIWEEKLY PAYROLL SCHEDULE**

PAYPERIOD	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE	F&A GL Journal Date	PAYROLL WINDOW OPENS 8:00AM	PAYROLL WINDOW CLOSSES 2:00PM	Vendor Payments	ePAF Deadline	SALARY SUPPS DUE IN HR	DIRECT DEPOSIT FORMS DUE IN HR	12 Month Employees	9 Month Employees
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	March	April*
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	April	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	May	August*
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	No Benefits	No Benefits
11	05/06/16	05/19/16	05/27/16	05/23/16	05/11/16	05/20/16	05/24/16	04/21/16	05/04/16	05/02/16	June	September*
12	05/20/16	06/02/16	06/10/16	06/06/16	05/25/16	06/03/16	06/07/16	05/05/16	05/18/16	05/16/16	June	No Deductions
13	06/03/16	06/16/16	06/24/16	06/20/16	06/08/16	06/17/16	06/21/16	05/18/16	06/01/16	05/27/16	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	06/02/16	06/15/16	06/13/16	July	No Deductions
15	07/01/16	07/14/16	07/22/16	07/18/16	07/06/16	07/15/16	07/19/16	06/15/16	06/28/16	06/24/16	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	06/29/16	07/13/16	07/11/16	August	No Deductions
17	07/29/16	08/11/16	08/19/16	08/15/16	08/03/16	08/12/16	08/16/16	07/14/16	07/27/16	07/25/16	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	07/28/16	08/10/16	08/08/16	September	No Deductions
19	08/26/16	09/08/16	09/16/16	09/12/16	08/31/16	09/09/16	09/13/16	08/11/16	08/24/16	08/22/16	October	October
20	09/09/16	09/22/16	09/30/16	09/26/16	09/14/16	09/23/16	09/27/16	08/24/16	09/07/16	09/02/16	October	October
21	09/23/16	10/06/16	10/14/16	10/10/16	09/28/16	10/07/16	10/11/16	09/08/16	09/21/16	09/19/16	No Benefits	No Benefits
22	10/07/16	10/20/16	10/28/16	10/24/16	10/12/16	10/21/16	10/25/16	09/22/16	10/05/16	10/03/16	November	November
23	10/21/16	11/03/16	11/10/16	11/07/16	10/26/16	11/03/16	11/07/16	10/06/16	10/19/16	10/17/16	November	November
24	11/04/16	11/17/16	11/25/16	11/21/16	11/09/16	11/16/16	11/18/16	10/19/16	11/01/16	10/28/16	December	December
25	11/18/16	12/01/16	12/09/16	12/05/16	11/23/16	12/02/16	12/06/16	11/01/16	11/14/16	11/10/16	December	December
26	12/02/16	12/15/16	12/23/16	12/19/16	12/07/16	12/16/16	12/20/16	11/15/16	11/30/16	11/28/16	January	January
1	12/16/16	12/29/16	01/06/17	01/02/17	12/21/16	12/30/16	01/03/17	12/01/16	12/14/16	12/12/16	January	January
								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).