

# FY 2022 - 2023

The University of West Florida  
**OPS and University Work Force Employees**  
 Schedule of Biweekly Payroll  
 July 2022 through August 2023

| Pay Period Dates    | Pay Date | Web Time<br>Entry Due by<br>10:00AM on: |                              |
|---------------------|----------|---|------------------------------|
| 06/12/22 - 06/25/22 | 07/01/22 | 06/27/22                                | 6/30 Posted to June ledger   |
| 06/26/22 - 07/09/22 | 07/15/22 | 07/11/22                                |                              |
| 07/10/22 - 07/23/22 | 07/29/22 | 07/25/22                                | <b>Note (2)</b>              |
| 07/24/22 - 08/06/22 | 08/12/22 | 08/08/22                                |                              |
| 08/07/22 - 08/20/22 | 08/26/22 | 08/22/22                                | <b>Note (1)</b>              |
| 08/21/22 - 09/03/22 | 09/09/22 | 09/02/22                                |                              |
| 09/04/22 - 09/17/22 | 09/23/22 | 09/19/22                                |                              |
| 09/18/22 - 10/01/22 | 10/07/22 | 10/03/22                                |                              |
| 10/02/22 - 10/15/22 | 10/21/22 | 10/17/22                                |                              |
| 10/16/22 - 10/29/22 | 11/04/22 | 10/31/22                                |                              |
| 10/30/22 - 11/12/22 | 11/18/22 | 11/14/22                                |                              |
| 11/13/22 - 11/26/22 | 12/02/22 | 11/28/22                                |                              |
| 11/27/22 - 12/10/22 | 12/16/22 | 12/12/22                                |                              |
| 12/11/22 - 12/24/22 | 12/30/22 | 12/19/22                                | <b>Note (1)(2) &amp; (3)</b> |
| 12/25/22 - 01/07/23 | 01/13/23 | 01/09/23                                |                              |
| 01/08/23 - 01/21/23 | 01/27/23 | 01/23/23                                |                              |
| 01/22/23 - 02/04/23 | 02/10/23 | 02/06/23                                |                              |
| 02/05/23 - 02/18/23 | 02/24/23 | 02/20/23                                |                              |
| 02/19/23 - 03/04/23 | 03/10/23 | 03/06/23                                |                              |
| 03/05/23 - 03/18/23 | 03/24/23 | 03/20/23                                |                              |
| 03/19/23 - 04/01/23 | 04/07/23 | 04/03/23                                |                              |
| 04/02/23 - 04/15/23 | 04/21/23 | 04/17/23                                |                              |
| 04/16/23 - 04/29/23 | 05/05/23 | 05/01/23                                |                              |
| 04/30/23 - 05/13/23 | 05/19/23 | 05/15/23                                |                              |
| 05/14/23 - 05/27/23 | 06/02/23 | 05/26/23                                | <b>Note (1)</b>              |
| 05/28/23 - 06/10/23 | 06/16/23 | 06/12/23                                |                              |
| 06/11/23 - 06/24/23 | 06/30/23 | 06/26/23                                | <b>Note (2)</b>              |
| 06/25/23 - 07/08/23 | 07/14/23 | 07/10/23                                |                              |
| 07/09/23 - 07/22/23 | 07/28/23 | 07/24/23                                |                              |
| 07/23/23 - 08/05/23 | 08/11/23 | 08/07/23                                |                              |
| 08/06/23 - 08/19/23 | 08/25/23 | 08/21/23                                |                              |

**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.

**Note (3)** Due to banking holidays, we will be processing payroll early.

**06/07/22**

# FY 2022 - 2023

The University of West Florida  
**Twelve Month Contracts - Faculty and Staff**  
 Schedule of Biweekly Payroll  
 July 2022 through August 2023

CONTRACT DATES ARE AUGUST 8, 2022 THROUGH AUGUST 7, 2023 (26.1 Pay Periods)

| Pay Period Dates         | Pay Period Number | Pay Date | Web Time Entry Due by 10:00AM on: |                              |
|--------------------------|-------------------|----------|-----------------------------------|------------------------------|
| 08/07/22 - 08/20/22      | 1.0               | 08/26/22 | 08/22/22                          |                              |
| 08/21/22 - 09/03/22      | 2.0               | 09/09/22 | 09/02/22                          | <b>Note (1)</b>              |
| 09/04/22 - 09/17/22      | 3.0               | 09/23/22 | 09/19/22                          |                              |
| 09/18/22 - 10/01/22      | 4.0               | 10/07/22 | 10/03/22                          |                              |
| 10/02/22 - 10/15/22      | 5.0               | 10/21/22 | 10/17/22                          |                              |
| 10/16/22 - 10/29/22      | 6.0               | 11/04/22 | 10/31/22                          |                              |
| 10/30/22 - 11/12/22      | 7.0               | 11/18/22 | 11/14/22                          |                              |
| 11/13/22 - 11/26/22      | 8.0               | 12/02/22 | 11/28/22                          |                              |
| 11/27/22 - 12/10/22      | 9.0               | 12/16/22 | 12/12/22                          |                              |
| 12/11/22 - 12/24/22      | 10.0              | 12/30/22 | 12/19/22                          | <b>Note (1)(2) &amp; (3)</b> |
| 12/25/22 - 01/07/23      | 11.0              | 01/13/23 | 01/09/23                          |                              |
| 01/08/23 - 01/21/23      | 12.0              | 01/27/23 | 01/23/23                          |                              |
| 01/22/23 - 02/04/23      | 13.0              | 02/10/23 | 02/06/23                          |                              |
| 02/05/23 - 02/18/23      | 14.0              | 02/24/23 | 02/20/23                          |                              |
| 02/19/23 - 03/04/23      | 15.0              | 03/10/23 | 03/06/23                          |                              |
| 03/05/23 - 03/18/23      | 16.0              | 03/24/23 | 03/20/23                          |                              |
| 03/19/23 - 04/01/23      | 17.0              | 04/07/23 | 04/03/23                          |                              |
| 04/02/23 - 04/15/23      | 18.0              | 04/21/23 | 04/17/23                          |                              |
| 04/16/23 - 04/29/23      | 19.0              | 05/05/23 | 05/01/23                          |                              |
| 04/30/23 - 05/13/23      | 20.0              | 05/19/23 | 05/15/23                          |                              |
| 05/14/23 - 05/27/23      | 21.0              | 06/02/23 | 05/26/23                          | <b>Note (1)</b>              |
| 05/28/23 - 06/10/23      | 22.0              | 06/16/23 | 06/12/23                          |                              |
| 06/11/23 - 06/24/23      | 23.0              | 06/30/23 | 06/26/23                          | <b>Note (2)</b>              |
| 06/25/23 - 07/08/23      | 24.0              | 07/14/23 | 07/10/23                          |                              |
| 07/09/23 - 07/22/23      | 25.0              | 07/28/23 | 07/24/23                          |                              |
| 07/23/23 - 08/05/23      | 26.0              | 08/11/23 | 08/07/23                          |                              |
| 08/06/23 - 08/19/23      | 0.1               | 08/25/23 | 08/21/23                          |                              |
| <b>TOTAL PAY PERIODS</b> | <b>26.1</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.

**Note (3)** - Due to banking holidays, we will be processing payroll early.

# FY 2022 - 2023

The University of West Florida  
**Ten Month Contracts -Faculty, OPS and Staff**  
 Schedule of Biweekly Payroll  
 July 2022 through August 2023

CONTRACT DATES ARE AUGUST 8, 2022 THROUGH JUNE 3, 2023 (21.5 Pay Periods)

| Pay Period Dates         | Pay Period Number | Pay Date | Insurance Deduction |
|--------------------------|-------------------|----------|---------------------|
| 08/07/22 - 08/20/22      | 1.0               | 08/26/22 |                     |
| 08/21/22 - 09/03/22      | 2.0               | 09/09/22 | 1                   |
| 09/04/22 - 09/17/22      | 3.0               | 09/23/22 | 2                   |
| 09/18/22 - 10/01/22      | 4.0               | 10/07/22 | 3                   |
| 10/02/22 - 10/15/22      | 5.0               | 10/21/22 | 4                   |
| 10/16/22 - 10/29/22      | 6.0               | 11/04/22 | 5                   |
| 10/30/22 - 11/12/22      | 7.0               | 11/18/22 | 6                   |
| 11/13/22 - 11/26/22      | 8.0               | 12/02/22 | 7                   |
| 11/27/22 - 12/10/22      | 9.0               | 12/16/22 | 8                   |
| 12/11/22 - 12/24/22      | 10.0              | 12/30/22 | No insurance        |
| 12/25/22 - 01/07/23      | 11.0              | 01/13/23 | 9                   |
| 01/08/23 - 01/21/23      | 12.0              | 01/27/23 | 10                  |
| 01/22/23 - 02/04/23      | 13.0              | 02/10/23 | 11*                 |
| 02/05/23 - 02/18/23      | 14.0              | 02/24/23 | 12*                 |
| 02/19/23 - 03/04/23      | 15.0              | 03/10/23 | 13*                 |
| 03/05/23 - 03/18/23      | 16.0              | 03/24/23 | 14*                 |
| 03/19/23 - 04/01/23      | 17.0              | 04/07/23 | 15*                 |
| 04/02/23 - 04/15/23      | 18.0              | 04/21/23 | 16*                 |
| 04/16/23 - 04/29/23      | 19.0              | 05/05/23 | 17*                 |
| 04/30/23 - 05/13/23      | 20.0              | 05/19/23 |                     |
| 05/14/23 - 05/27/23      | 21.0              | 06/02/23 |                     |
| 05/28/23 - 06/10/23      | 0.5               | 06/16/23 |                     |
| <b>TOTAL PAY PERIODS</b> | <b>21.5</b>       |          |                     |

Premium deductions for all Gabor policies will be based on 16 installments for 10-month employees. The first deduction for this coverage is 9/09/22 to 04/21/23.

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 2022 - 2023

The University of West Florida  
**Nine Month Faculty**  
 Schedule of Biweekly Payroll  
 July 2022 through August 2023

CONTRACT DATES ARE AUGUST 8, 2022 THROUGH MAY 5, 2023 (19.5 Pay Periods)

| Pay Period Dates    | Pay Period Number | Pay Date | Insurance Deduction |
|---------------------|-------------------|----------|---------------------|
| 08/07/22 - 08/20/22 | 1.0               | 08/26/22 |                     |
| 08/21/22 - 09/03/22 | 2.0               | 09/09/22 | 1                   |
| 09/04/22 - 09/17/22 | 3.0               | 09/23/22 | 2                   |
| 09/18/22 - 10/01/22 | 4.0               | 10/07/22 | 3                   |
| 10/02/22 - 10/15/22 | 5.0               | 10/21/22 | 4                   |
| 10/16/22 - 10/29/22 | 6.0               | 11/04/22 | 5                   |
| 10/30/22 - 11/12/22 | 7.0               | 11/18/22 | 6                   |
| 11/13/22 - 11/26/22 | 8.0               | 12/02/22 | 7                   |
| 11/27/22 - 12/10/22 | 9.0               | 12/16/22 | 8                   |
| 12/11/22 - 12/24/22 | 10.0              | 12/30/22 | No insurance        |
| 12/25/22 - 01/07/23 | 11.0              | 01/13/23 | 9                   |
| 01/08/23 - 01/21/23 | 12.0              | 01/27/23 | 10                  |
| 01/22/23 - 02/04/23 | 13.0              | 02/10/23 | 11*                 |
| 02/05/23 - 02/18/23 | 14.0              | 02/24/23 | 12*                 |
| 02/19/23 - 03/04/23 | 15.0              | 03/10/23 | 13*                 |
| 03/05/23 - 03/18/23 | 16.0              | 03/24/23 | 14*                 |
| 03/19/23 - 04/01/23 | 17.0              | 04/07/23 | 15*                 |
| 04/02/23 - 04/15/23 | 18.0              | 04/21/23 | 16*                 |
| 04/16/23 - 04/29/23 | 19.0              | 05/05/23 | 17*                 |
| 04/30/23 - 05/13/23 | 0.5               | 05/19/23 |                     |
| 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 9/09/22 to 04/21/23

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.

06/07/22

# FY 2022 - 2023

The University of West Florida  
**Summer Supplements - Faculty Salary**  
Schedule of Biweekly Payroll  
May 2023 through August 2023

Page 5 of 6

CONTRACT DATES ARE May 8, 2023 THROUGH AUGUST 4, 2023

| Pay Period Dates    | Pay Period Number | Pay Date |
|---------------------|-------------------|----------|
| 04/30/23 - 05/13/23 | 0.5               | 05/19/23 |
| 05/14/23 - 05/27/23 | 1.0               | 06/02/23 |
| 05/28/23 - 06/10/23 | 2.0               | 06/16/23 |
| 06/11/23 - 06/24/23 | 3.0               | 06/30/23 |
| 06/25/23 - 07/08/23 | 4.0               | 07/14/23 |
| 07/09/23 - 07/22/23 | 5.0               | 07/28/23 |
| 07/23/23 - 08/05/23 | 6.0               | 08/11/23 |

TOTAL PAY PERIODS 6.5

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

06/07/22

# FY 2022 - 2023

The University of West Florida  
**Overloads/Graduate Assistants/Adjuncts**  
 Schedule of Biweekly Payroll  
 July 2022 through August 2023

## FALL SEMESTER 2022

| Term 1                              | Term 2                              | Term 3                              |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Appointment Period<br>08/22 - 12/10 | Appointment Period<br>08/22 - 10/14 | Appointment Period<br>10/17 - 12/10 |
| 1.0 09/09/22                        | 1.0 09/09/22                        |                                     |
| 2.0 09/23/22                        | 2.0 09/23/22                        |                                     |
| 3.0 10/07/22                        | 3.0 10/07/22                        |                                     |
| 4.0 10/21/22                        | 4.0 10/21/22                        |                                     |
| 5.0 11/04/22                        | 4.0                                 | 1.0 11/04/22                        |
| 6.0 11/18/22                        |                                     | 2.0 11/18/22                        |
| 7.0 12/02/22                        |                                     | 3.0 12/02/22                        |
| 8.0 12/16/22                        |                                     | 4.0 12/16/22                        |
| 8.0                                 |                                     | 4.0                                 |

## SPRING SEMESTER 2023

| Term 1                              | Term 2                              | Term 3                              |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Appointment Period<br>01/09 - 05/06 | Appointment Period<br>01/09 - 03/03 | Appointment Period<br>03/06 - 05/06 |
| 1.0 01/27/23                        | 1.0 01/27/23                        |                                     |
| 2.0 02/10/23                        | 2.0 02/10/23                        |                                     |
| 3.0 02/24/23                        | 3.0 02/24/23                        |                                     |
| 4.0 03/10/23                        | 4.0 03/10/23                        |                                     |
| 5.0 03/24/23                        | 4.0                                 | 1.0 03/24/23                        |
| 6.0 04/07/23                        |                                     | 2.0 04/07/23                        |
| 7.0 04/21/23                        |                                     | 3.0 04/21/23                        |
| 8.0 05/05/23                        |                                     | 4.0 05/05/23                        |
| 0.5 05/19/23                        |                                     | 0.5 05/19/23                        |
| 8.5                                 |                                     | 4.5                                 |

## SUMMER SEMESTER 2023

| Term 1                              | Term 2                             | Term 3                              | Term 4                              |
|-------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Appointment Period<br>05/15 - 08/11 | Appointment Period<br>5/15 - 06/27 | Appointment Period<br>06/28 - 08/11 | Appointment Period<br>06/19 - 08/11 |
| 1.0 06/02/23                        | 1.0 06/02/23                       |                                     |                                     |
| 2.0 06/16/23                        | 2.0 06/16/23                       |                                     |                                     |
| 3.0 06/30/23                        | 3.0 06/30/23                       |                                     | 0.5 06/30/23                        |
| 4.0 07/14/23                        | 0.2 07/14/23                       | 0.8 07/14/23                        | 1.0 07/14/23                        |
| 5.0 07/28/23                        | 3.2                                | 1.0 07/28/23                        | 2.0 07/28/23                        |
| 6.0 08/11/23                        |                                    | 2.0 08/11/23                        | 3.0 08/11/23                        |
| 0.5 08/25/23                        |                                    | 0.5 08/25/23                        | 0.5 08/25/23                        |
| 6.5                                 |                                    | 3.3                                 | 4.0                                 |

Payments will be made ratably over the period of appointment. (Appointments periods based on class dates)  
 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 3169 as soon as possible in order to avoid an overpayment.**