

# FY 2024 - 2025

The University of West Florida  
**OPS and University Work Force Employees**  
 Schedule of Biweekly Payroll  
 July 2024 through August 2025

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

**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.

**05/08/24**

# FY 2024 - 2025

The University of West Florida  
**Twelve Month Contracts - Faculty and Staff**  
 Schedule of Biweekly Payroll  
 July 2024 through August 2025

CONTRACT DATES ARE AUGUST 8, 2024 THROUGH AUGUST 7, 2025 (26.1 Pay Periods)

Pay Period Dates	Pay Period Number	Pay Date	Web Time Entry Due by 10:00AM on:	
08/04/24 - 08/17/24	0.7	08/23/24	08/19/24	
08/18/24 - 08/31/24	1.0	09/06/24	08/30/24	<b>Note (3)</b>
09/01/24 - 09/14/24	2.0	09/20/24	09/16/24	
09/15/24 - 09/28/24	3.0	10/04/24	09/30/24	
09/29/24 - 10/12/24	4.0	10/18/24	10/14/24	
10/13/24 - 10/26/24	5.0	11/01/24	10/28/24	
10/27/24 - 11/09/24	6.0	11/15/24	11/08/24	<b>Note (3)</b>
11/10/24 - 11/23/24	7.0	11/27/24	11/21/24	<b>Note (2) &amp; (3)</b>
11/24/24 - 12/07/24	8.0	12/13/24	12/09/24	
12/08/24 - 12/21/24	9.0	12/27/24	12/16/24	<b>Note (1)</b>
12/22/24 - 01/04/25	10.0	01/10/25	01/06/25	
01/05/25 - 01/18/25	11.0	01/24/25	01/17/25	<b>Note (3)</b>
01/19/25 - 02/01/25	12.0	02/07/25	02/03/25	
02/02/25 - 02/15/25	13.0	02/21/25	02/17/25	
02/16/25 - 03/01/25	14.0	03/07/25	03/03/25	
03/02/25 - 03/15/25	15.0	03/21/25	03/17/25	
03/16/25 - 03/29/25	16.0	04/04/25	03/31/25	
03/30/25 - 04/12/25	17.0	04/18/25	04/14/25	
04/13/25 - 04/26/25	18.0	05/02/25	04/28/25	
04/27/25 - 05/10/25	19.0	05/16/25	05/12/25	
05/11/25 - 05/24/25	20.0	05/30/25	05/23/25	<b>Note (2) &amp; (3)</b>
05/25/25 - 06/07/25	21.0	06/13/25	06/09/25	
06/08/25 - 06/21/25	22.0	06/27/25	06/23/25	
06/22/25 - 07/05/25	23.0	07/11/25	07/07/25	
07/06/25 - 07/19/25	24.0	07/25/25	07/21/25	
07/20/25 - 08/02/25	25.0	08/08/25	08/04/25	
08/03/25 - 08/16/25	0.4	08/22/25	08/18/25	

TOTAL PAY PERIODS      26.1

**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.

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

# FY 2024 - 2025

The University of West Florida  
**Ten Month Contracts -Faculty, OPS and Staff**  
 Schedule of Biweekly Payroll  
 July 2024 through August 2025

CONTRACT DATES ARE AUGUST 8, 2024 THROUGH JUNE 4, 2025 (21.5 Pay Periods)

Pay Period Dates	Pay Period Number	Pay Date	Insurance Deduction
08/04/24 - 08/17/24	0.7	08/23/24	
08/18/24 - 08/31/24	1.0	09/06/24	1
09/01/24 - 09/14/24	2.0	09/20/24	2
09/15/24 - 09/28/24	3.0	10/04/24	3
09/29/24 - 10/12/24	4.0	10/18/24	4
10/13/24 - 10/26/24	5.0	11/01/24	5
10/27/24 - 11/09/24	6.0	11/15/24	6
11/10/24 - 11/23/24	7.0	11/27/24	No insurance
11/24/24 - 12/07/24	8.0	12/13/24	7
12/08/24 - 12/21/24	9.0	12/27/24	8
12/22/24 - 01/04/25	10.0	01/10/25	9
01/05/25 - 01/18/25	11.0	01/24/25	10
01/19/25 - 02/01/25	12.0	02/07/25	11*
02/02/25 - 02/15/25	13.0	02/21/25	12*
02/16/25 - 03/01/25	14.0	03/07/25	13*
03/02/25 - 03/15/25	15.0	03/21/25	14*
03/16/25 - 03/29/25	16.0	04/04/25	15*
03/30/25 - 04/12/25	17.0	04/18/25	16*
04/13/25 - 04/26/25	18.0	05/02/25	
04/27/25 - 05/10/25	19.0	05/16/25	
05/11/25 - 05/24/25	20.0	05/30/25	No insurance
05/25/25 - 06/07/25	0.8	06/13/25	
 TOTAL PAY PERIODS	 21.5		

Premium deductions for all Gabor policies will be based on 16 installments for 10-month employees. The first deduction for this coverage is 9/06/24 to 04/18/25.

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 2024 - 2025

The University of West Florida  
**Nine Month Faculty**  
 Schedule of Biweekly Payroll  
 July 2024 through August 2025

CONTRACT DATES ARE AUGUST 8, 2024 THROUGH MAY 7, 2025 (19.5 Pay Periods)

Pay Period Dates	Pay Period Number	Pay Date	Insurance Deduction
08/04/24 - 08/17/24	0.7	08/23/24	
08/18/24 - 08/31/24	1.0	09/06/24	1
09/01/24 - 09/14/24	2.0	09/20/24	2
09/15/24 - 09/28/24	3.0	10/04/24	3
09/29/24 - 10/12/24	4.0	10/18/24	4
10/13/24 - 10/26/24	5.0	11/01/24	5
10/27/24 - 11/09/24	6.0	11/15/24	6
11/10/24 - 11/23/24	7.0	11/27/24	No insurance
11/24/24 - 12/07/24	8.0	12/13/24	7
12/08/24 - 12/21/24	9.0	12/27/24	8
12/22/24 - 01/04/25	10.0	01/10/25	9
01/05/25 - 01/18/25	11.0	01/24/25	10
01/19/25 - 02/01/25	12.0	02/07/25	11*
02/02/25 - 02/15/25	13.0	02/21/25	12*
02/16/25 - 03/01/25	14.0	03/07/25	13*
03/02/25 - 03/15/25	15.0	03/21/25	14*
03/16/25 - 03/29/25	16.0	04/04/25	15*
03/30/25 - 04/12/25	17.0	04/18/25	16*
04/13/25 - 04/26/25	18.0	05/02/25	
04/27/25 - 05/10/25	19.0	05/16/25	
05/11/25 - 05/24/25	20.0	05/30/25	No insurance
 TOTAL PAY PERIODS	 19.5		

Premium deductions for all Gabor policies will be based on 16 installments for 9-month faculty. The first deduction for this coverage is 9/06/24 to 04/18/25

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.

# FY 2024 - 2025

The University of West Florida  
**Summer Supplements - Faculty Salary**  
Schedule of Biweekly Payroll  
May 2024 through August 2024

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CONTRACT DATES ARE MAY 7, 2024 THROUGH AUGUST 5, 2024

Pay Period Dates	Pay Period Number	Pay Date
04/28/24 - 05/11/24	0.4	05/17/24
05/12/24 - 05/25/24	1.0	05/31/24
05/26/24 - 06/08/24	2.0	06/14/24
06/09/24 - 06/22/24	3.0	06/28/24
06/23/24 - 07/06/24	4.0	07/12/24
07/07/24 - 07/20/24	5.0	07/26/24
07/21/24 - 08/03/24	6.0	08/09/24
08/04/24 - 08/17/24	0.1	08/23/24
TOTAL PAY PERIODS	6.5	

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

05/08/24

# FY 2024 - 2025

The University of West Florida  
**Overloads/Graduate Assistants/Adjuncts**  
 Schedule of Biweekly Payroll  
 July 2024 through August 2025

## FALL SEMESTER 2024

Term 1	Term 2	Term 3
Appointment Period 08/19 - 12/07	Appointment Period 08/19 - 10/12	Appointment Period 10/14 - 12/07
1.0 09/06/24	1.0 09/06/24	
2.0 09/20/24	2.0 09/20/24	
3.0 10/04/24	3.0 10/04/24	
4.0 10/18/24	4.0 10/18/24	
5.0 11/01/24	4.0	1.0 11/01/24
6.0 11/15/24		2.0 11/15/24
7.0 11/27/24		3.0 11/27/24
8.0 12/13/24		4.0 12/13/24
8.0		4.0

## SPRING SEMESTER 2025

Term 1	Term 2	Term 3
Appointment Period 01/06 - 05/03	Appointment Period 01/06 - 03/01	Appointment Period 03/03 - 05/03
1.0 01/24/25	1.0 01/24/25	
2.0 02/07/25	2.0 02/07/25	
3.0 02/21/25	3.0 02/21/25	
4.0 03/07/25	4.0 03/07/25	
5.0 03/21/25	4.0	1.0 03/21/25
6.0 04/04/25		2.0 04/04/25
7.0 04/18/25		3.0 04/18/25
8.0 05/02/25		4.0 05/02/25
0.5 05/16/25		0.5 05/16/25
8.5		4.5

## SUMMER SEMESTER 2025

Term 1	Term 2	Term 3	Term 4
Appointment Period 05/12 - 08/08	Appointment Period 5/12 - 06/24	Appointment Period 06/25 - 08/08	Appointment Period 06/16 - 08/08
1.0 05/30/25	1.0 05/30/25		
2.0 06/13/25	2.0 06/13/25		
3.0 06/27/25	3.0 06/27/25		0.5 06/27/25
4.0 07/11/25	0.2 07/11/25	0.8 07/11/25	1.0 07/11/25
5.0 07/25/25	3.2	1.0 07/25/25	2.0 07/25/25
6.0 08/08/25		2.0 08/08/25	3.0 08/08/25
0.5 08/22/25		0.5 08/22/25	0.5 08/22/25
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.**