

**UNIVERSITY OF CENTRAL FLORIDA PAYROLL SERVICES 2009 BIWEEKLY PAYROLL SCHEDULE**

Effective 10/06/2008

PAYPERIOD	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE	TIME & ATTENDANCE SCHEDULE	PAYROLL WINDOW OPENS 8:00AM	PAYROLL WINDOW CLOSES 2:00PM	FORMS DEADLINE SCHEDULE	ePAF Deadline	APPS FORMS DUE IN HR	DIRECT DEPOSIT FORMS DUE IN HR
	Friday	Thursday	Friday		Wednesday	Friday		Monday	Friday	Monday
1	12/12/08	12/25/08	01/02/09		12/17/08	12/19/08		12/08/08	12/12/08	12/12/08
2	12/26/08	01/08/09	01/16/09		12/23/08	01/09/09		12/29/08	12/30/08	12/30/08
3	01/09/09	01/22/09	01/30/09		01/14/09	01/23/09		01/09/09	01/15/09	01/15/09
4	01/23/09	02/05/09	02/13/09		01/28/09	02/06/09		01/26/09	01/30/09	02/02/09
5	02/06/09	02/19/09	02/27/09		02/11/09	02/20/09		02/09/09	02/13/09	02/16/09
6	02/20/09	03/05/09	03/13/09		02/25/09	03/06/09		02/23/09	02/27/09	03/02/09
7	03/06/09	03/19/09	03/27/09		03/11/09	03/20/09		03/09/09	03/13/09	03/16/09
8	03/20/09	04/02/09	04/10/09		03/25/09	04/03/09		03/23/09	03/27/09	03/30/09
9	04/03/09	04/16/09	04/24/09		04/08/09	04/17/09		04/06/09	04/10/09	04/13/09
10	04/17/09	04/30/09	05/08/09		04/22/09	05/01/09		04/20/09	04/24/09	04/27/09
11	05/01/09	05/14/09	05/22/09		05/06/09	05/15/09		05/04/09	05/08/09	05/11/09
12	05/15/09	05/28/09	06/05/09		05/20/09	05/29/09		05/15/09	05/21/09	05/21/09
13	05/29/09	06/11/09	06/19/09		06/03/09	06/12/09		06/01/09	06/05/09	06/08/09
14	06/12/09	06/25/09	07/02/09		06/17/09	06/25/09		06/15/09	06/18/09	06/18/09
15	06/26/09	07/09/09	07/17/09		07/01/09	07/09/09		06/26/09	07/02/09	07/02/09
16	07/10/09	07/23/09	07/31/09		07/15/09	07/23/09		07/13/09	07/17/09	07/20/09
17	07/24/09	08/06/09	08/14/09		07/29/09	08/06/09		07/27/09	07/31/09	08/03/09
18	08/07/09	08/20/09	08/28/09		08/12/09	08/20/09		08/10/09	08/14/09	08/17/09
19	08/21/09	09/03/09	09/11/09		08/26/09	09/03/09		08/24/09	08/27/09	08/27/09
20	09/04/09	09/17/09	09/25/09		09/09/09	09/18/09		09/04/09	09/11/09	09/14/09
21	09/18/09	10/01/09	10/09/09		09/23/09	10/02/09		09/21/09	09/25/09	09/28/09
22	10/02/09	10/15/09	10/23/09		10/07/09	10/16/09		10/05/09	10/09/09	10/12/09
23	10/16/09	10/29/09	11/06/09		10/21/09	10/30/09		10/19/09	10/23/09	10/26/09
24	10/30/09	11/12/09	11/20/09		11/04/09	11/13/09		10/30/09	11/06/09	11/06/09
25	11/13/09	11/26/09	12/04/09		11/18/09	11/25/09		11/13/09	11/18/09	11/19/09
26	11/27/09	12/10/09	12/18/09		12/02/09	12/11/09		11/30/09	12/04/09	12/07/09
1	12/11/09	12/24/09	12/31/09		12/16/09	12/22/09		12/11/09	12/16/09	12/16/09

  = dates affected by holidays (in bold)  
  \* = 3rd paydate of the month, certain benefit deductions not taken

**2009 UCF Holidays**

- \* 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.

January 1	New Year's Day
January 19	Martin Luther King's Day
May 25	Memorial Day
July 3	Independence Day
September 7	Labor Day
November 11	Veteran's Day
November 26	Thanksgiving Day
November 27	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).

