

**Departments of Faculty & Academic Affairs, Medical Education, Internal Medicine, Clinical Sciences and Graduate Medical Education**

**2018 Payroll Schedule**

Time Sheets Due by 10 am	Pay Period (Friday - Thursday)	Pay Date	Time Sheets Due by 10 am	Pay Period (Friday - Thursday)	Pay Date
Tuesday, January 9	December 29 – January 11	January 19	Tuesday, July 10	June 29 – July 12	July 20
Tuesday, January 23	January 12 – 25	February 2	Tuesday, July 24	July 13 – 26	August 3
Tuesday, February 6	January 26 – February 8	February 16	Tuesday, August 7	July 27 – August 9	August 17
Tuesday, February 20	February 9 – 22	March 2	Tuesday, August 21	August 10 – 23	August 31*
Tuesday, March 6	February 23 – March 8	March 16	Tuesday, September 4	August 24 – September 6	September 14
Tuesday, March 20	March 9 – 22	March 30*	Tuesday, September 18	September 7 – 20	September 28
Tuesday, April 3	March 23 – April 5	April 13	Tuesday, October 2	September 21 – October 4	October 12
Tuesday, April 17	April 6 – 19	April 27	Tuesday, October 16	October 5 – 18	October 26
Tuesday, May 1	April 20 – May 3	May 11	Tuesday, October 30	October 19 – November 1	November 9
Tuesday, May 15	May 4 – 17	May 25	Tuesday, November 13	November 2 – 15	November 23
Tuesday, May 29	May 18 – May 31	June 8	Tuesday, November 27	November 16 – November 29	December 7
Tuesday, June 12	June 1 – 14	June 22	Tuesday, December 11	November 30 – December 13	December 21
Tuesday, June 26	June 15 – June 28	July 6	Tuesday, December 25	December 14 – 27	January 4

\* Certain benefit deductions not taken on the third pay date of the month (in red, above).

**Please note that all Time Sheets and/or LAPERS are due by 10 am on the Tuesday designated above and should be placed in the "Time Sheet Mailbox" (Room 406A).**

**Faculty and A&P:** Submit a Leave and Pay Exceptions Report (LAPER) only if you took leave. A Leave Request Form is required for all anticipated leaves, e.g., annual.

**USPS:** A Time Sheet is required every pay period. If you took any leave during this pay period, please submit a LAPER with your Time Sheet, as well as a Leave Request Form (this form is required when it is planned leave, such as annual leave).

**OPS Contract/Hourly:** A Time Sheet is required for every pay period. The UCF Leave and Attendance site at this link: <http://hr.ucf.edu/liaisons-and-managers/payroll-resource/timesheets-and-leave-pay-exception-reports/>.

**2018 UCF Holiday Observances**

New Year's Day	Monday, January 1
Martin Luther King's Birthday	Monday, January 15
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Veteran's Day observed	Monday, November 12
Thanksgiving Day	Thursday, November 22
Day after Thanksgiving	Friday, November 23
Christmas Day	Tuesday, December 25

(Additional days may be announced by President Hitt later in the year.)