

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

2019 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 8	December 28 – January 10	January 18	Tuesday, July 9	June 28 – July 11	July 19
Tuesday, January 22	January 11 – January 24	February 1	Tuesday, July 23	July 12 – July 25	August 2
Tuesday, February 5	January 25 – February 7	February 15	Tuesday, August 6	July 26 – August 8	August 16
Tuesday, February 19	February 8 – February 21	March 1	Tuesday, August 20	August 9 – August 22	August 30*
Tuesday, March 5	February 22 – March 7	March 15	Tuesday, September 3	August 23 – September 5	September 13
Tuesday, March 19	March 8 – March 21	March 29*	Tuesday, September 17	September 6 – September 19	September 27
Tuesday, April 2	March 22 – April 4	April 12	Tuesday, October 1	September 20 – October 3	October 11
Tuesday, April 16	April 5 – April 18	April 26	Tuesday, October 15	October 4 – October 17	October 25
Tuesday, April 30	April 19 – May 2	May 10	Tuesday, October 29	October 18 – October 31	November 8
Tuesday, May 14	May 3 – May 16	May 24	Tuesday, November 12	November 1 – November 14	November 22
Tuesday, May 28	May 17 – May 30	June 7	Tuesday, November 26	November 15 – November 28	December 6
Tuesday, June 11	May 31 – June 13	June 21	Tuesday, December 10	November 29 – December 12	December 20
Tuesday, June 25	June 14 – June 27	July 5	Tuesday, December 24	December 13 – December 26	January 3

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

Please note that all Time Sheets and 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: A Leave and Pay Exceptions Report (LAPER) is required every pay period. A Leave Request Form is required for all anticipated leaves, e.g., annual.

USPS: A Time Sheet and a Leave and Pay Exceptions Report (LAPER) is required every pay period. A Leave Request Form is required for all anticipated leaves, e.g., annual

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/>.

2019 UCF Holiday Observances

New Year's Day	Tuesday, January 1
Martin Luther King's Birthday	Monday, January 21
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veteran's Day observed	Monday, November 11
Thanksgiving Day	Thursday, November 28
Day after Thanksgiving	Friday, November 29
Christmas Day	Wednesday, December 25

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