

**NORTHWEST FLORIDA STATE COLLEGE
PAYROLL CALENDAR
FULL-TIME 12-MONTH PERSONNEL
FISCAL YEAR 2019 - 2020**

FROM	TO	NO. WORK DAYS	PAYDATE
07-01-19	07-31-19	22	07-31-19
08-01-19	08-30-19	22	08-30-19
09-03-19	09-30-19	20	09-30-19
10-01-19	10-31-19	23	10-31-19
11-01-19	11-26-19	17	11-26-19
12-02-19	12-16-19	11	12-16-19
01-02-20	01-31-20	21	01-31-20
02-03-20	02-28-20	20	02-28-20
03-02-20	03-31-20	17	03-31-20
04-01-20	04-30-20	22	04-30-20
05-01-20	05-29-20	20	05-29-20
06-01-20	06-30-20	22	06-30-20
	TOTAL	237	

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Monthly Pay Amount: Annual salary divided by 12.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-Rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full months remaining in contract period and subtract that amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

COLLEGE CLOSED:

July 4, 2019

September 2, 2019

November 11, 2019

Nov 27- Dec 1, 2019

December 17-31, 2019

January 1, 2020

January 20, 2020

March 16-22, 2020

May 25, 2020

NOTE: Attendance at Spring Graduation May 2, 2020 is expected of Administrative and Twelve Month Instructional Personnel.

**NORTHWEST FLORIDA STATE COLLEGE
PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY - PAY PLAN I
FISCAL YEAR 2019 - 2020**

FROM	TO	NO. WORK DAYS	PAYDATE
08-14-19	08-30-19	13	08-30-19
09-03-19	09-30-19	20	09-30-19
10-01-19	10-31-19	23	10-31-19
11-01-19	11-26-19	17	11-26-19
12-02-19	12-16-19	11	12-16-19
01-06-20	01-31-20	19	01-31-20
02-03-20	02-28-20	20	02-28-20
03-02-20	03-31-20	17	03-31-20
04-01-20	04-30-20	22	04-30-20
05-01-20	05-06-20	5	05-29-20
	TOTAL	167	

Pay Plan I: Instructors' compensation will be divided into **ten equal checks** paid August through May.

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full month checks remaining to be paid in contract period and subtract this amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

NOTICE: Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

FACULTY HOLIDAYS:

September 2, 2019

November 11, 2019

December 17-31, 2019

January 20, 2020

Nov 27 – Dec 1, 2019

January 1-5, 2020

March 16-22, 2020

NOTE: Attendance at Spring Graduation May 2, 2020 is expected of Nine Month Instructional Personnel.

**NORTHWEST FLORIDA STATE COLLEGE
PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY - PAY PLAN II
FISCAL YEAR 2019 - 2020**

FROM	TO	NO. WORK DAYS	PAYDATE
08-14-19	08-30-19	13	08-30-19
09-03-19	09-30-19	20	09-30-19
10-01-19	10-31-19	23	10-31-19
11-01-19	11-26-19	17	11-26-19
12-02-19	12-16-19	11	12-16-19
01-06-20	01-31-20	19	01-31-20
02-03-20	02-28-20	20	02-28-20
03-02-20	03-31-20	17	03-31-20
04-01-20	04-30-20	22	04-30-20
05-01-20	05-06-20	5	05-29-20
06-01-20	06-30-20	0	06-30-20
	TOTAL	167	

Pay Plan II: Instructors' compensation will be divided into **eleven equal checks** paid August through June.

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation deducted from salary in month of absence.

New Employee Pro-Rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full month checks remaining to be paid in contract period and subtract this amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

NOTICE: Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

FACULTY HOLIDAYS:

September 2, 2019	November 11, 2019	December 17-31, 2019	January 20, 2020
	Nov 27 – Dec 1, 2019	January 1-5, 2020	March 16-22, 2020

NOTE: Attendance at Spring Graduation May 2, 2020 is expected of Nine Month Instructional Personnel.

**NORTHWEST FLORIDA STATE COLLEGE
PAYROLL CALENDAR
PART-TIME FACULTY COLLEGE CREDIT AND NON-CREDIT
FISCAL YEAR 2019 - 2020**

FALL SEMESTER 2019		
FROM	TO	PAYDATE
08/19/19	09/30/19	09/30/19
10/01/19	10/31/19	10/31/19
11/01/19	11/26/19	11/26/19
12/02/19	12/16/19	12/16/19

SPRING SEMESTER 2020		
FROM	TO	PAYDATE
01/06/20	01/31/20	01/31/20
02/01/20	02/28/20	02/28/20
02/29/20	03/31/20	03/31/20
04/01/20	04/30/20	04/30/20
05/01/20	05/06/20	05/29/20

SUMMER SEMESTER 2020		
FROM	TO	PAYDATE
05/18/20	06/30/20	06/30/20
07/01/20	07/31/20	07/31/20
08/01/20	08/10/20	08/31/20

Pay Calculations: Contract amounts for Fall, Spring and Summer Semester are divided by the number of pay dates remaining when received/processed in Human Resources and paid in the same number of equal installments.

FACULTY HOLIDAYS:

September 2, 2019
November 11, 2019
Nov 27- Dec 01, 2019

December 17-31, 2019
January 1-5, 2020
January 20, 2020

March 16-22, 2020
May 25, 2020
July 3, 2020

**NORTHWEST FLORIDA STATE COLLEGE
PAYROLL CALENDAR
PART-TIME HOURLY AND OTHER PERSONNEL (INCLUDING CWSP)
FISCAL YEAR 2019 - 2020**

FROM	TO	PAYDATE
06-15-19	07-15-19	07-31-19
07-16-19	08-15-19	08-30-19
08-16-19	09-13-19	09-30-19
09-14-19	10-15-19	10-31-19
10-16-19	11-15-19	11-26-19
11-16-19	12-06-19	12-16-19
12-07-19	01-15-20	01-31-20
01-16-20	02-14-20	02-28-20
02-15-20	03-13-20	03-31-20
03-14-20	04-15-20	04-30-20
04-16-20	05-15-20	05-29-20
05-16-20	06-15-20	06-30-20
06-16-20	07-15-20	07-31-20

Part-time Hourly Pay Period: Generally runs from the 16th of the month through the 15th of the following month depending on where the weekend falls.

Gross Pay Computation: Hours worked X hourly rate (per employment letter).

COLLEGE CLOSED:

July 4, 2019
September 2, 2019
November 11, 2019

Nov 27- Dec 1, 2019
December 17-31, 2019
January 1, 2020

January 20, 2020
March 16-22, 2020
May 25, 2020

July 3, 2020

Timesheets are due in the Payroll Office by the date indicated in the "TO" column above. Time sheets received after that date will be paid in the next month's payroll.