

FLORIDA ATLANTIC UNIVERSITY



FACULTY ORIENTATION
Fall 2026

Payroll Operations

Monday, August 10, 2026



Introduction

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<https://www.fau.edu/controllers-office/payroll/>



Table of Contents

1. Payroll Schedules
2. Payslips
3. Payment and Withholding Elections
4. Deferred and Non-Deferred Pay
5. Model My Pay
6. Tax Documents
7. Absence Plans and Balances
8. Requesting and Correcting Time Off

The payroll and timekeeping job aids are available in Workday – click on MENU → FAU Job Aids → FAU's Library of Workday Job Aids



2026 Payroll Schedule

Pay Period #	Pay Period Begins	Pay Period Ends	Pay Date
1	12/20/2025	1/2/2026	1/9/2026
2*	1/3/2026	1/16/2026	1/23/2026
3	1/17/2026	1/30/2026	2/6/2026
4	1/31/2026	2/13/2026	2/20/2026
5	2/14/2026	2/27/2026	3/6/2026
6	2/28/2026	3/13/2026	3/20/2026
7	3/14/2026	3/27/2026	4/3/2026
8	3/28/2026	4/10/2026	4/17/2026
9	4/11/2026	4/24/2026	5/1/2026
10	4/25/2026	5/8/2026	5/15/2026
11*	5/9/2026	5/22/2026	5/29/2026
12	5/23/2026	6/5/2026	6/12/2026
13	6/6/2026	6/19/2026	6/26/2026
14*	6/20/2026	7/3/2026	7/10/2026
15	7/4/2026	7/17/2026	7/24/2026
16	7/18/2026	7/31/2026	8/7/2026
17	8/1/2026	8/14/2026	8/21/2026
18	8/15/2026	8/28/2026	9/4/2026
19	8/29/2026	9/11/2026	9/18/2026
20	9/12/2026	9/25/2026	10/2/2026
21	9/26/2026	10/9/2026	10/16/2026
22	10/10/2026	10/23/2026	10/30/2026
23	10/24/2026	11/6/2026	11/13/2026
24*	11/7/2026	11/20/2026	11/25/2026
25	11/21/2026	12/4/2026	12/11/2026
26*	12/5/2026	12/18/2026	12/23/2026

Notes:

- * - Denotes pay periods with early closures due to holiday falling on a payroll closing Monday.
- Dates and times are subject to change due to additional holidays, fiscal year-end, or emergency closings.
- Federal and university holidays: Winter Break TBD - 12/24/25 to 1/2/26, Martin Luther King Day - 1/19/26, Memorial Day - 5/25/26, Independence Day - 7/3/26 to 7/6/26, Labor Day - 9/7/26, Veteran's Day - 11/11/26, Thanksgiving - 11/26 to 11/27/26.

Last updated: 4/8/2026.

Payroll Schedules

2026

[Download the Full Schedule Here](#)[Download the PDF Payroll Schedule Here](#)[Download the Excel Payroll Schedule Here](#)

Pay Period #	Pay Period Begins	Pay Period Ends	Department All Data & EIBs for Payroll Deductions are Due by 10am^	Comp Changes Must be Approved by 5pm	Date Time Entry & Approvals are Due by 5pm	Last Day to Make Changes to Direct Deposit or Withholding Elections (W-4)	Pay Period Closes by 10am	Pay Date
1	12/20/25	1/2/26	12/23/25	12/23/25	12/23/25	1/4/26	1/5/26	1/9/26
2*	1/3/26	1/16/26	1/14/26	1/15/26	1/15/26	1/15/26	1/16/26	1/23/26
3	1/17/26	1/30/26	1/29/26	1/30/26	1/30/26	2/1/26	2/2/26	2/6/26
4	1/31/26	2/13/26	2/12/26	2/13/26	2/13/26	2/15/26	2/16/26	2/20/26
5	2/14/26	2/27/26	2/26/26	2/27/26	2/27/26	3/1/26	3/2/26	3/6/26
6	2/28/26	3/13/26	3/12/26	3/13/26	3/13/26	3/15/26	3/16/26	3/20/26



Payslips

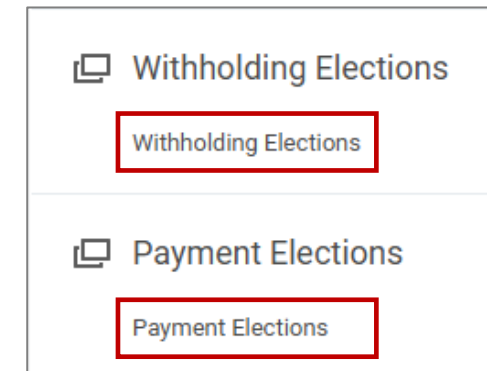
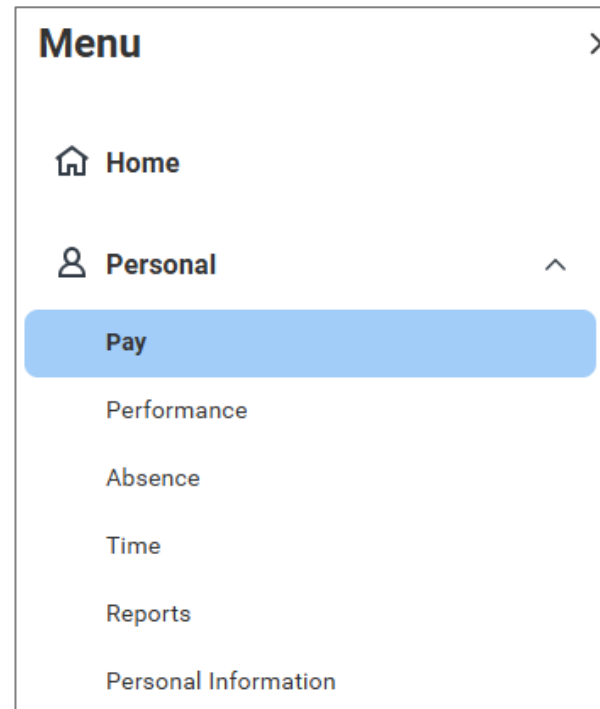
- Access your payslips by clicking on MENU on the Workday homepage → Pay (under the Personal section)
- Click on Payslips
- To calculate bi-weekly pay:
 - 12-month faculty divide annual salary by 26.1
 - 9-month faculty divide annual salary by 19.5

Florida Atlantic University 777 Glades Road Boca Raton, FL 33431 +1 (561) 297-3000										
Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number				
	Florida Atlantic University									
	Gross Pay	Earnings or Deductions	Employee Taxes	Deductions	Net Pay					
Current										
YTD										
Earnings						Employee Taxes				
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD		
Academic Pay - Amount Paid						OASDI				
Faculty Overload - Teaching						Medicare				
Faculty Overload						Federal Withholding				
Holiday - Academic										
Stipend										
Summer Pay - Teaching										
Earnings						Employee Taxes				
Earnings or Deductions						Deductions				
Description	Amount	YTD				Description	Amount	YTD		
403(b) TIAA CREF Ret						Child Life Minnesota				
Dental Insurance Plans (Ameritas Indemnity w/PPO #4021										
Health Insurance Plans (United Healthcare HMO - Family)										
Optional Retirement Program - Mandatory Ret										
Optional Retirement Program - Voluntary Ret										
Vision Insurance Plan (Humana Vision- Exam and Material										
Earnings or Deductions						Deductions				
Employer Paid Benefits						Taxable Wages				
Description	Amount	YTD				Description	Amount	YTD		
Health Insurance Plans ER (United Healthcare HMO - Fam						OASDI - Taxable Wages				
Life Insurance - Basic Life Minnesota ER						Medicare - Taxable Wages				
Optional Retirement Programs - Employer						Federal Withholding - Taxable Wages				
Employer Paid Benefits										
	Federal	State								
Marital Status	Married filing jointly (or Qualifying widow(er))									
Allowances	0	0								
Additional Withholding	50									
Payment Information										
Bank	Account Name	Account Number	USD Amount	Amount						
BANK OF AMERICA	BANK OF AMERICA *****				USD					



Payment and Withholding Elections

- Access your payment and withholding elections by clicking on MENU → Pay
 - Click Withholding Elections to change or update your W-4 IRS tax withholdings
 - Click Payment Elections to change or update your banking and direct deposit information





Deferred and Non-Deferred Pay

- 9-month faculty employees have the option to receive their salary over their academic period (non-deferred) or over 12-months (deferred)
- Deferred Pay Option calculator - (<https://www.fau.edu/provost/for-faculty/deferred-payment-plan>)

9-month Faculty Non-Deferred

Time Type	Full time
FTE	100.00%
Location	Boca Raton
Annual Work Period	9 Months Non-Deferred (August 8 - May 7)
Work Period Percent of Year	75%
Blended FTE	75.00%
Disbursement Plan Period	9 Months Non-Deferred (August 8 - May 7)

9-month Faculty Deferred

Time Type	Full time
FTE	100.00%
Location	Boca Raton
Annual Work Period	9 Months Deferred (August 1 - May 7)
Work Period Percent of Year	75%
Blended FTE	75.00%
Disbursement Plan Period	12 Months - Deferred 9 Month Faculty (August 1 - July 30)



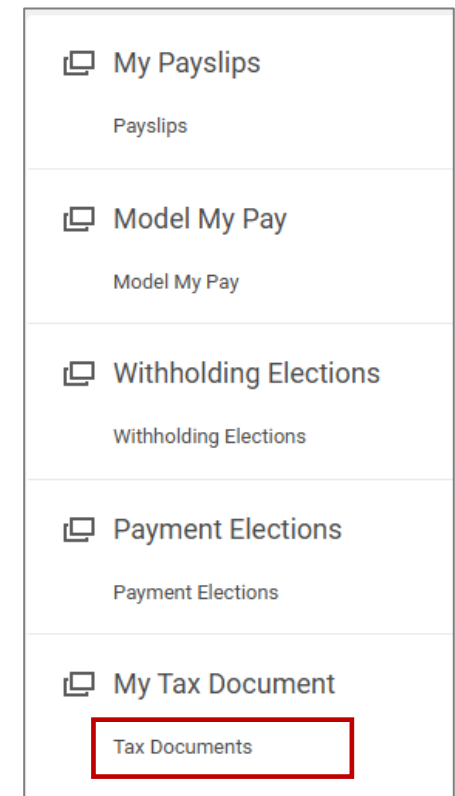
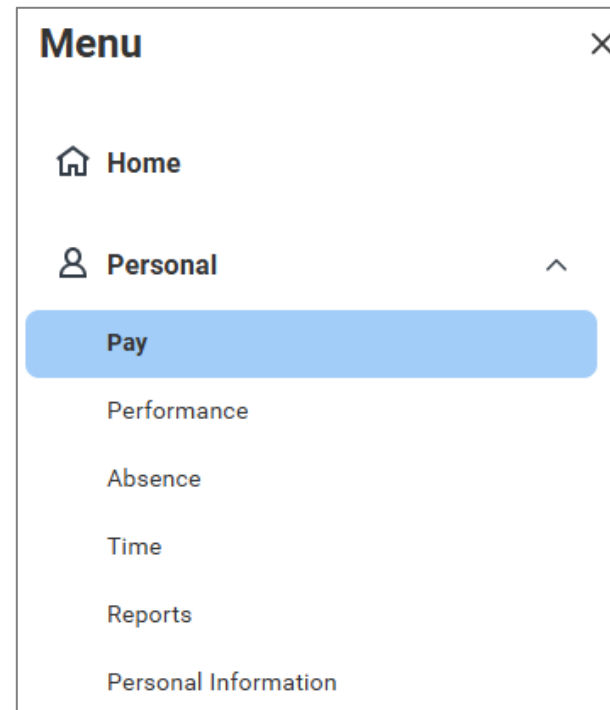
Model My Pay

- This feature allows employees to make hypothetical changes to their pay and view their results
- Make adjustments to:
 - Earnings—your regular wages, hourly pay, and additional earnings
 - Earnings or Deductions—your health and retirement benefits (pre-tax)
 - Deductions—optional retirement (Roth plans) and other voluntary deductions (post-tax)
- 9-month faculty must only select pay results corresponding to their annual work period, not summer pay results
- Limitations:
 - Insurance plans (dental, health, vision, disability, etc.), mandatory retirement plans are not editable for modeling
 - Not all states are available for modeling
 - Deferred faculty employees cannot make adjustments to earnings on primary position; changes can be made to additional earnings (overload, bonus, awards)



Tax Documents

- To access your W-2 tax documents, click on MENU → Pay
- Click on Tax Documents
- Click View/Print to download a PDF copy of your W-2





Absence Plans and Balances

Balances Tracked in Hours 6 items



Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
Annual Plan (based on Elig Hours)	Hours	336.02	101.55	80	357.57	0	0	0	357.57	357.57	07/18/2026 - 07/31/2026 (FAU Bi-Weekly Period Schedule)
Community Engagement Volunteer Service Plan	Hours	0	8	0	0	8	0	8	8	8	01/01/2026 - 12/31/2026 (FAU Annual Period Schedule)
Holiday Comp Plan	Hours	0	0	0	0	0	0	0	0	0	07/18/2026 - 07/31/2026 (FAU Bi-Weekly Period Schedule)
Sick Leave Pool Plan	Hours	0	0	0	0	0	0	0	0	0	07/18/2026 - 07/31/2026 (FAU Bi-Weekly Period Schedule)
Sick Plan (based on Elig Hours)	Hours	3496.66	60	0	3556.66	0	0	0	3556.66	3556.66	07/18/2026 - 07/31/2026 (FAU Bi-Weekly Period Schedule)
									Total:	3922.23	3922.23

12-month Faculty Employees	Accrual per Pay Period	Year-End Maximum	Maximum Payout	Notes
Annual Leave Plan	6.77	352	352	COM faculty employees have a maximum annual leave payout of 22 days or 176 hours.
Sick Leave Plan	4	n/a	480	Sick leave payout is 25% of balance up to a max of 480 hours (after 10 years of service).

9-month Faculty Employees	Accrual per Pay Period	Year-End Maximum	Maximum Payout	Notes
Annual Leave Plan	n/a	n/a	n/a	Not eligible for annual leave.
Sick Leave Plan	4	n/a	480	Sick leave payout is 25% of balance up to a max of 480 hours (after 10 years of service).



Requesting Time Off

- To request time off, click on MENU → Absence, click on Request Absence under the Request Column to open a micro calendar, or click on Manage Absence to go to a full-view calendar
- Leave balances will appear on the right; change the “Balance as of” date to see forecasted available balances
- Click on the day(s) you would like to request time off, then click on the Request Absence button
- Select the Type of Absence, enter the number of hours, and click Submit Request

Menu

- Home
- Personal
 - Pay
 - Performance
 - Absence**
 - Time
 - Reports
 - Personal Information
 - Expenses Hub



Request

- Request Absence
- Manage Absence

Request Absence
For Anely Cabrera (Z80001590) (Myself)

Thu, Aug 6 – Fri, Aug 7

Type of Absence*
Annual Leave Time Off

Start Time: --:-- AM End Time: --:-- AM

Hours (Daily)
8

[Edit Individual Days](#)

Comment

Total Request Amount: 16 Hours

Cancel Submit Request

Switch Worker Actions

View Your Requests and Balances per Plan as of date

Balances Requests

Balances as of 07 / 27 / 2026

Annual Plan (based on Elig Hours)
• Annual Leave for FMLA
• Annual Leave for Sick
• Annual Leave Time Off
377.8 Hours

Community Engagement Volunteer Service Plan
• Community Engagement Volunteer Service
8 Hours

Holiday Comp Plan
• Holiday Comp for FMLA
• Holiday Comp for Sick
• Holiday Comp Time Off
0 Hours



Correcting Time Off

- To correct time off in submitted status:
 - Click on the request and then on the Cancel Absence button
 - Enter a comment and click OK
- To cancel or delete approved time off:
 - Click on the request, then on the Cancel Absence button
 - Enter a comment and click OK
- To correct or make changes to approved time off:
 - Click on the request, click on Edit
 - Change the Type of Absence and the Hours (Daily), as applicable

Absence Entries

Request Amount 5 Hours

Request History [Absence Request: Anely Cabrera \(Z80001590\)](#)

In Progress

Status Submitted

Request Dates Wed, Jul 22

Type of Absence Sick Leave

Duration per Day 5 Hours

Awaiting Action By Annie

Comment Worked

Cancel Absence

This action cancels the entire absence request.

Request Dates Wed, Jul 22

Comment *

Cancel OK

Absence Entries

Request Amount 3.25 Hours

Request History [Absence Request](#)

Approved

Status [Approved](#)

Request Dates Tue, May 26, 2026

Type of Absence [Annual Leave Time Off](#)

Duration per Day 3.25 Hours

Start Time 08:00:00 AM

End Time 11:15:00 AM

Comment

Cancel Absence Edit



Thank you!

Questions?