Biweekly Pay Planner

Biweekly Pay Planner Legend

*Timing of benefit deduction "holidays" may change once we move to the UCPath system, currently scheduled for July 2013.

*In general, supervisors need to approve submitted timesheets by noon the Monday after timesheet due dates.

**WHAT CAN AFFECTED EMPLOYEES DO TO PREPARE?**

- Review your personal budget and determine your income needs based upon a biweekly pay cycle.
- Review and make any changes necessary to automatic payments and deductions you have scheduled.
- For more information see [http://biweeklypay.ucsc.edu](http://biweeklypay.ucsc.edu)

If you have any questions or comments please email biweekly@ucsc.edu or call (831) 459-4204.
### 2013 Financial Summary

#### Income
- **Monthly Pay (after taxes)**
- **Alimony or Child Support**
- **Other Income**

**Total Monthly Income**

#### Expenses: Housing
- **Mortgage or Rent**
- **Real Estate Property Tax**
- **Personal Property Tax**
- **Home or Rent Insurance**
- **Home or Condo Fees**

**Total Housing Expenses**

#### Expenses: Utilities
- **Electric**
- **Gas/Heating Oil**
- **Water/Sewage**
- **Telephone/Cell Phone**
- **Trash Collection**
- **Cable TV**
- **Internet Provider**

**Total Utilities Expenses**

#### Expenses: Health/Medical
- **Medical Insurance**
- **Dental Insurance**
- **Doctor/Pharm***
- **Dentist***
- **Orthodontist***
- **Eyeglasses/Ophthalmol.**
- **Hospital/Emergency***
- **Medicines***

**Total Health/Medical Expenses**

#### Expenses: Transportation
- **Car Payments**
- **Car Insurance**
- **Car Maintenance/Repair***
- **Gas**
- **Parking/Tolls**
- **Tags/Inspection***

**Total Transportation Expenses**

#### Expenses: Credit Cards, Loans, Other Balances and Fees
- **Credit Card:**
- **Credit Card:**
- **Credit Card:**
- **Student Loans**
- **Legal Fees**
- **Alimony/Child Support Paid**

**Total Credit Card/Loan/Other Balances and Fees**

#### Expenses: Food and Entertainment
- **Groceries**
- **Meals Out**
- **Entertainment (movies, etc.)**
- **Hobbies**

**Total Food & Entertainment Expenses**

#### Expenses: Children
- **Child Care**
- **School Tuition**
- **Lunch Money**
- **School Supplies**
- **Lessons/sports**
- **New Clothing**
- **Personal Grooming**
- **Allowances**
- **Other**

**Total Children Expenses**

#### Expenses: Personal
- **Drycleaning/laundry**
- **Personal Grooming**
- **New Clothing**

**Total Personal Expenses**

#### Expenses: Savings/Large Expenses
- **Savings Each Month**
- **Gifts (holiday, birthday)***
- **House Maint/Repairs***
- **Furniture***
- **Church/Charity***
- **Vacation*"**

**Total Savings/Large Expenses**

**Total Monthly Income**

**Total Monthly Expenses**

**Difference**
Paycheck for December (as usual)

Paycheck for work through January 19 (on usual day)

First biweekly paycheck (for Jan 20– Feb 2)
### July

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- **3** Timesheets Due
- **4** Timesheets Due / QW Leave Accrual

### August

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- **5** Timesheets Due
- **6** Timesheets Due / QW Leave Accrual
- **7** Timesheets Due
- **14** Timesheets Due

**November**

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Notes:
- **Bank Holiday**
- **Timesheets Due / QW Leave Accrual**
- **Timesheets Due**