

BRIGHAM YOUNG UNIVERSITY

Staff and Student Pay Schedule for 2016 - 2017

PAY PERIOD	PAY PERIOD COVERED	DIRECT DEPOSIT (Friday)	PAPER CHECKS** (Monday)
1	Aug 27 – Sep 9	Sep 16	Sep 19
2	Sep 10 – Sep 23	Sep 30*	Oct 3
3	Sep 24 – Oct 7	Oct 14	Oct 17
4	Oct 8 – Oct 21	Oct 28	Oct 31
5	Oct 22 – Nov 4	Nov 11	Nov 14
6	Nov 5 – Nov 18	Nov 25	Nov 28
7	Nov 19 – Dec 2	Dec 9	Dec 12
8	Dec 3 – Dec 16	Dec 23	Dec 23
9	Dec 17 – Dec 30	Jan 6	Jan 9
10	Dec 31 – Jan 13	Jan 20	Jan 23
11	Jan 14 – Jan 27	Feb 3	Feb 6
12	Jan 28 – Feb 10	Feb 17	Feb 17
13	Feb 11 – Feb 24	Mar 3	Mar 6
14	Feb 25 – Mar 10	Mar 17	Mar 20
15	Mar 11 – Mar 24	Mar 31*	Apr 3
16	Mar 25 – Apr 7	Apr 14	Apr 17
17	Apr 8 – Apr 21	Apr 28	May 1
18	Apr 22 – May 5	May 12	May 15
19	May 6 – May 19	May 26	May 26
20	May 20 – Jun 2	Jun 9	Jun 12
21	Jun 3 – Jun 16	Jun 23	Jun 26
22	Jun 17 – Jun 30	Jul 7	Jul 10
23	Jul 1 – Jul 14	Jul 21	Jul 21
24	Jul 15 – July 28	Aug 4	Aug 7
25	Jul 29 – Aug 11	Aug 18	Aug 21
26	Aug 12 – Aug 25	Sep 1	Sep 1

*3rd payroll in the month

**Direct deposit is university policy.

BI-WEEKLY PAYROLL

Information for Full-time Staff

Each pay period will cover two weeks, beginning with a Saturday and ending on a Friday. Pay for the pay period will be issued on the following Friday by direct deposit per University Policy. Those not yet on direct deposit may pick up their check the following Monday.

Staff increases will be effective at the beginning of the pay period which includes September 1. Therefore, the 2016-2017 salaries will be effective August 27, 2016 and paid out September 16, 2016.

Vacation and sick leave will be accrued each bi-weekly pay period on an hour-per-hour basis:

Bi-Weekly Accrual

Sick Leave = 3.69 hours (12 days/yr)

Vacation = 3.69 hours (12 days/yr) - if less than 5 years service
 4.62 hours (15 days/yr) - 5-10 years service
 5.54 hours (18 days/yr) - 10-15 years service
 6.77 hours (22 days/yr) - 15 + years service

If less than full pay for the pay period, the hour-per-hour accruals are calculated based on the following:

3.69 hours = .046125 x hours paid
 4.62 hours = .05775 x hours paid
 5.54 hours = .06925 x hours paid
 6.77 hours = .084625 x hours paid

The payroll calendar for 2016-2017 is shown on the back of this sheet.

If you have questions, please call the Compensation Department at extension 2-4092.

Accrual for 3.69	
1 day	8 hrs = 0.37
2 days	16 hrs = 0.74
3 days	24 hrs = 1.11
4 days	32 hrs = 1.48
5 days	40 hrs = 1.85
6 days	48 hrs = 2.21
7 days	56 hrs = 2.58