

BRIGHAM YOUNG UNIVERSITY

Staff and Student Pay Schedule for 2017 - 2018

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

*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 2017-2018 salaries will be effective August 27, 2016 and paid out September 16, 2017.

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 2017-2018 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