

BRIGHAM YOUNG UNIVERSITY

Staff and Student Pay Schedule for 2021 – 2022

PAY PERIOD	PAY PERIOD COVERED	DIRECT DEPOSIT (Friday)	PAPER CHECKS** (Monday)
1	Aug 21 – Sep 03	Sep 10	Sep 13
2	Sep 04 – Sep 17	Sep 24	Sep 27
3	Sep 18 – Oct 01	Oct 08	Oct 11
4	Oct 02 – Oct 15	Oct 22	Oct 25
5	Oct 16 – Oct 29	Nov 05	Nov 08
6	Oct 30 – Nov 12	Nov 19	Nov 22
7	Nov 13 – Nov 26	Dec 03	Dec 06
8	Nov 27 – Dec 10	Dec 17	Dec 20
9	Dec 11 – Dec 24	Dec 30*	Jan 03
10	Dec 25 – Jan 07	Jan 14	Jan 14
11	Jan 08 – Jan 21	Jan 28	Jan 31
12	Jan 22 – Feb 04	Feb 11	Feb 14
13	Feb 05 – Feb 18	Feb 25	Feb 28
14	Feb 19 – Mar 04	Mar 11	Mar 14
15	Mar 05 – Mar 18	Mar 25	Mar 28
16	Mar 19 – Apr 01	Apr 08	Apr 11
17	Apr 02 – Apr 15	Apr 22	Apr 25
18	Apr 16 – April 29	May 06	May 09
19	April 30 – May 13	May 20	May 23
20	May 14 – May 27	Jun 03	Jun 06
21	May 28 – Jun 10	Jun 17	Jun 20
22	Jun 11 – Jun 24	Jul 01	Jul 01
23	Jun 25 – Jul 08	Jul 15	Jul 18
24	Jul 09 – July 22	Jul 29*	Aug 01
25	Jul 23 – Aug 05	Aug 12	Aug 15
26	Aug 06 – Aug 19	Aug 26	Aug 29

*3rd payroll in the month
 **Direct deposit is university policy.

BI-WEEKLY PAYROLL Information for Full-time Staff

Each pay period covers 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.

For staff receiving an annual merit increase, the increases are effective at the beginning of the pay period that includes September 1. The effective date for 2021-2022 is August 21, 2021 with a direct deposit date of September 11, 2021.

Vacation and sick leave accrues each bi-weekly pay period on an hour-per-hour basis.*

** New employees receive a frontload of 40 hours sick leave and 40 hours of vacation leave after their first paycheck, followed by 25 pay periods at reduced accrual rates.*

Bi-weekly Payroll:

Sick Leave = 3.69 hours (12 days/yr)

Vacation = 3.69 hours (12 days/yr) - if less than 4 years' service
4.62 hours (15 days/yr) - 4-7 years' service
5.54 hours (18 days/yr) - 8-11 years' service
6.77 hours (22 days/yr) - 12 + years' service

Leave limits:

- Sick leave will be capped at 480 hours (60 days)
- Vacation leave will be capped at 200% of the employee's annual accrual

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 = .057775 x hours paid
5.54 hours = .06925 x hours paid
6.77 hours = .084625 x hours paid

The payroll calendar for 2021-2022 is on the back of this sheet. If you have questions, please call the Compensation Department at extension 2-4092.