

BRIGHAM YOUNG UNIVERSITY

Staff and Student Pay Schedule for 2023

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

*3rd direct deposit in the month

**Direct deposit is university policy.

BI-WEEKLY PAYROLL Information for Full-time Staff

A full pay period covers two work weeks (80 hours total). Each work week begins on a Saturday and ends on a Friday. Pay for the pay period will be issued on the following Friday by direct deposit per University policy. Sick and vacation accruals are calculated based on actual time paid. To receive full accruals, full-time staff employees must have at least 80 hours of paid time recorded for the pay period. No additional accruals are given for paid time over 80 hours in a pay period.

For staff receiving an annual merit increase, the increases are effective at the beginning of the pay period that includes January 1, 2023. The effective date for staff is December 24, 2022 with a direct deposit date of January 13, 2023.

** 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 = .05775 x hours paid
5.54 hours = .06925 x hours paid
6.77 hours = .08463 x hours paid