

BRIGHAM YOUNG UNIVERSITY

Staff and Student Pay Schedule for 2024

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

*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, 2024. The effective date for staff is December 23, 2023 with a direct deposit date of January 12, 2024.

** 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