

BRIGHAM YOUNG UNIVERSITY

Hourly Staff and Student Pay Schedule for 2025

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

*3rd direct deposit in the month

BI-WEEKLY PAYROLL

Information for Full-time Non-Exempt 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. Vacation and sick leave accruals are calculated based on actual time paid. To receive full accruals, full-time non-exempt (hourly) 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 non-exempt staff receiving an annual merit increase, the increases are effective at the beginning of the pay period that includes January 1, 2025. The effective date for non-exempt staff is December 21, 2024, with a direct deposit date of January 10, 2025.

Bi-weekly Payroll Leave Accruals

Newly hired non-exempt staff employees receive 40 hours of both vacation and sick leave. Due to the 40-hour front load, vacation and sick accruals will be adjusted for the remaining 25 pay periods of their first year.

Vacation Leave

Vacation Leave balance must be below 200% of the employee's annual accrual rate to accrue additional hours.

Years of Service	Accrual Rate per Paycheck (Annual Rate)	Hour Accrual Limit (Days)
<1 Year of Service	2.24 hours (12 days)	192 hours (24 days)
1-3 Years of Service	3.69 hours (12 days)	192 hours (24 days)
4-7 Years of Service	4.62 hours (15 days)	240 hours (30 days)
8-11 Years of Service	5.54 hours (18 days)	288 hours (36 days)
12+ Years of Service	6.77 hours (22 days)	352 hours (44 days)

Sick Leave

Sick leave balance must be below 480 hours to accrue additional hours.

Years of Service	Accrual Rate per Paycheck (Annual Rate)	Hour Accrual Limit (Days)
<1 Year of Service	2.24 hours (12 days)	480 hours (60 days)
1+ Years of Service	3.69 hours (12 days)	480 hours (60 days)

Partial Accruals

If less than 80 hours of paid time for the pay period is received, the hour-per-hour accruals are calculated based on the following:

Years of Service	Accrual Rate per Paycheck
<1 Year of Service	0.028 x hours paid
1-3 Years of Service	0.046125 x hours paid
4-7 Years of Service	0.05775 x hours paid
8-11 Years of Service	0.6925 x hours paid
12+ Years of Service	0.08463 x hours paid

For more information

Contact the Staff Compensation Office at (801) 422-4092 | compensation@byu.edu

Or visit hrs.byu.edu/sick-and-vacation-time