

BRIGHAM YOUNG UNIVERSITY

Hourly Staff and Student Pay Schedule for 2026

PAY PERIOD	PAY PERIOD COVERED	TIMESHEET DEADLINES (Monday) Employee submission due by <u>8:00 am</u> Manager approval due by <u>11:59 pm</u>	DIRECT DEPOSIT (Friday)
1	Dec 20-Jan 02	Jan 05	Jan 09
2	Jan 03-Jan 16	Jan 20 (Tuesday) (manager approval due by noon)	Jan 23
3	Jan 17-Jan 30	Feb 02	Feb 06
4	Jan 31-Feb 13	Feb 17 (Tuesday) (manager approval due by noon)	Feb 20
5	Feb 14-Feb 27	Mar 02	Mar 06
6	Feb 28-Mar 13	Mar 16	Mar 20
7	Mar 14-Mar 27	Mar 30	Apr 03
8	Mar 28-Apr 10	Apr 13	Apr 17
9	Apr 11-Apr 24	Apr 27	May 01
10	Apr 25-May 08	May 11	May 15
11	May 09-May 22	May 26 (Tuesday) (manager approval due by noon)	May 29*
12	May 23-Jun 05	Jun 08	Jun 12
13	Jun 06-Jun 19	Jun 22	Jun 26
14	Jun 20-Jul 03	Jul 06	Jul 10
15	Jul 04-Jul 17	Jul 20	Jul 24
16	Jul 18-Jul 31	Aug 03	Aug 07
17	Aug 01-Aug 14	Aug 17	Aug 21
18	Aug 15-Aug 28	Aug 31	Sep 04
19	Aug 29-Sep 11	Sep 14	Sep 18
20	Sep 12-Sep 25	Sep 28	Oct 02
21	Sep 26-Oct 09	Oct 12	Oct 16
22	Oct 10-Oct 23	Oct 26	Oct 30*
23	Oct 24-Nov 06	Nov 09	Nov 13
24	Nov 07-Nov 20	Nov 23	Nov 27
25	Nov 21-Dec 04	Dec 07	Dec 11
26	Dec 05-Dec 18	Dec 21	Dec 24

*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, 2026. The effective date for non-exempt staff is December 20, 2025, with a direct deposit date of January 9, 2026.

Bi-weekly Payroll Leave Accruals

Newly hired non-exempt staff employees receive 40 hours of both vacation and sick leave which is available to use after they receive their first paycheck. 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 balances must be below 200% of the employee's annual accrual rate to accrue additional hours.

Years of Service	Accrual Rate per Paycheck (Annual Rate)	Partial Accrual Rate per Paycheck*	Hour Accrual Limit (Days)
<1 Year of Service	2.24 hours (12 days)	0.028 x hours paid	192 hours (24 days)
1-3 Years of Service	3.69 hours (12 days)	0.046125 x hours paid	192 hours (24 days)
4-7 Years of Service	4.62 hours (15 days)	0.05775 x hours paid	240 hours (30 days)
8-11 Years of Service	5.54 hours (18 days)	0.06925 x hours paid	288 hours (36 days)
12+ Years of Service	6.77 hours (22 days)	0.08463 x hours paid	352 hours (44 days)

*If less than 80 hours of paid time for the pay period is received, the hour-per-hour accruals are calculated as noted above

Sick Leave

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

Years of Service	Accrual Rate per Paycheck (Annual Rate)	Partial Accrual Rate per Paycheck*	Hour Accrual Limit (Days)
<1 Year of Service	2.24 hours (12 days)	0.028 x hours paid	480 hours (60 days)
1+ Years of Service	3.69 hours (12 days)	0.046125 x hours paid	480 hours (60 days)

*If less than 80 hours of paid time for the pay period is received, the hour-per-hour accruals are calculated as noted above

For More Information

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

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