

Human Resources - Payroll Services
Year: 2021
Hours Available Each Pay Period

Pay Period #	Pay Period Start	Pay Period End	Hours Available in Pay Period	Days Available in Pay Period	Hours Available in Month	Days in Month
2	January 1, 2021	January 15, 2021	88	11	168	21
3	January 16, 2021	January 31, 2021	80	10		
4	February 1, 2021	February 15, 2021	88	11	160	20
5	February 16, 2021	February 28, 2021	72	9		
6	March 1, 2021	March 15, 2021	88	11	184	23
7	March 16, 2021	March 31, 2021	96	12		
8	April 1, 2021	April 15, 2021	88	11	176	22
9	April 16, 2021	April 30, 2021	88	11		
10	May 1, 2021	May 15, 2021	80	10	168	21
11	May 16, 2021	May 31, 2021	88	11		
12	June 1, 2021	June 15, 2021	88	11	176	22
13	June 16, 2021	June 30, 2021	88	11		
14	July 1, 2021	July 15, 2021	88	11	176	22
15	July 16, 2021	July 31, 2021	88	11		
16	August 1, 2021	August 15, 2021	80	10	176	22
17	August 16, 2021	August 31, 2021	96	12		
18	September 1, 2021	September 15, 2021	88	11	176	22
19	September 16, 2021	September 30, 2021	88	11		
20	October 1, 2021	October 15, 2021	88	11	168	21
21	October 16, 2021	October 31, 2021	80	10		
22	November 1, 2021	November 15, 2021	88	11	176	22
23	November 16, 2021	November 30, 2021	88	11		
24	December 1, 2021	December 15, 2021	88	11	184	23
1 (2021)	December 16, 2021	December 31, 2021	96	12		

To obtain the number of hours to be worked in a pay period for a salaried employee with less than 100% appointment, multiply appointment % times the total number of hours available in the pay period.

Example: A 50% appointment during pay #2 (January 1-15) has 44 hours available (88 x 50%)