

Human Resources - Payroll Services

Year: 2022

Hours Available Each Pay Period (includes holiday hours)

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, 2022	January 15, 2022	80	10	168	21
3	January 16, 2022	January 31, 2022	88	11		
4	February 1, 2022	February 15, 2022	88	11	160	20
5	February 16, 2022	February 28, 2022	72	9		
6	March 1, 2022	March 15, 2022	88	11	184	23
7	March 16, 2022	March 31, 2022	96	12		
8	April 1, 2022	April 15, 2022	88	11	168	21
9	April 16, 2022	April 30, 2022	80	10		
10	May 1, 2022	May 15, 2022	80	10	176	22
11	May 16, 2022	May 31, 2022	96	12		
12	June 1, 2022	June 15, 2022	88	11	176	22
13	June 16, 2022	June 30, 2022	88	11		
14	July 1, 2022	July 15, 2022	88	11	168	21
15	July 16, 2022	July 31, 2022	80	10		
16	August 1, 2022	August 15, 2022	88	11	184	23
17	August 16, 2022	August 31, 2022	96	12		
18	September 1, 2022	September 15, 2022	88	11	176	22
19	September 16, 2022	September 30, 2022	88	11		
20	October 1, 2022	October 15, 2022	80	10	168	21
21	October 16, 2022	October 31, 2022	88	11		
22	November 1, 2022	November 15, 2022	88	11	176	22
23	November 16, 2022	November 30, 2022	88	11		
24	December 1, 2022	December 15, 2022	88	11	176	22
1 (2023)	December 16, 2022	December 31, 2022	88	11		

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%)