

Human Resources - Payroll Services

Year: 2024

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, 2024	January 15, 2024	88	11	184	23
3	January 16, 2024	January 31, 2024	96	12		
4	February 1, 2024	February 15, 2024	88	11	168	21
5	February 16, 2024	February 29, 2024	80	10		
6	March 1, 2024	March 15, 2024	88	11	168	21
7	March 16, 2024	March 31, 2024	80	10		
8	April 1, 2024	April 15, 2024	88	11	176	22
9	April 16, 2024	April 30, 2024	88	11		
10	May 1, 2024	May 15, 2024	88	11	184	23
11	May 16, 2024	May 31, 2024	96	12		
12	June 1, 2024	June 15, 2024	80	10	160	20
13	June 16, 2024	June 30, 2024	80	10		
14	July 1, 2024	July 15, 2024	88	11	184	23
15	July 16, 2024	July 31, 2024	96	12		
16	August 1, 2024	August 15, 2024	88	11	176	22
17	August 16, 2024	August 31, 2024	88	11		
18	September 1, 2024	September 15, 2024	80	10	168	21
19	September 16, 2024	September 30, 2024	88	11		
20	October 1, 2024	October 15, 2024	88	11	184	23
21	October 16, 2024	October 31, 2024	96	12		
22	November 1, 2024	November 15, 2024	88	11	168	21
23	November 16, 2024	November 30, 2024	80	10		
24	December 1, 2024	December 15, 2024	80	10	176	22
1 (2025)	December 16, 2024	December 31, 2024	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%)