

Human Resources - Payroll Services
Year: 2009
Hours Available Each Pay Period

Pay Periods	Pay Period ID#	Hours Available In Pay Period	Hours Available In Month	Days In Month
Jan 1-15	2	88	176	22
16-31	3	88		
Feb 1-15	4	80	160	20
16-28	5	80		
Mar 1-15	6	80	176	22
16-31	7	96		
Apr 1-15	8	88	176	22
16-30	9	88		
May 1-15	10	88	168	21
16-31	11	80		
Jun 1-15	12	88	176	22
16-30	13	88		
July 1-15	14	88	184	23
16-31	15	96		
Aug 1-15	16	80	168	21
16-31	17	88		
Sep 1-15	18	88	176	22
16-30	19	88		
Oct 1-15	20	88	176	22
16-31	21	88		
Nov 1-15	22	80	168	21
16-30	23	88		
Dec 1-15	24	88	184	23
16-31	1 (2010)	96		

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 Jan 1-15 has 44.0 hours available (50% x 88.0)