

## FAQ

### 1. Where can I view my pay stub?

You can view your pay stub virtually at the HR PORTAL, you should receive your login during New Employee Orientation

### 2. Popular numbers to call for help

Main HR Line: 970-244-1512

Payroll: 970-244-1518

IT: 970-256-4000

Risk: 970-256-4024

### 3. Pay Calendar

Pay dates for 2024 are listed below.

3/8, 3/22, 4/5, 4/19, 5/3, 5/17, 6/3, 6/17, 7/1, 7/15, 7/29, 8/12, 8/26, 9/9, 9/23, 10/7,  
10/21, 11/4, 11/18, 12/2, 12/19, 12/30.

### 4. What is considered a holiday?

New Year's Day - January 1

Martin Luther King Jr. Day - Third Monday in January

Washington's Birthday - Third Monday in February

Memorial Day - Last Monday in May

Juneteenth - June 19

Independence Day - July 4

Labor Day - First Monday in September

Veteran's Day - November 11

Thanksgiving Day - Fourth Thursday in November

Friday after Thanksgiving - Fourth Friday in November

Christmas Day - December 25

### 5. PTO use and accrual

Paid Time Off is accrued by employees to use for vacations, holidays, illnesses, off the job injury, medical/dental appointments, personal business, childcare, pregnancies, family emergencies or for any other valid absence as determined by the Department Director or his/her designee.

Employees with a regular work week of forty (40) hours will accrue the following amount of PTO on a bi-weekly basis for 26 pay periods each year:

| <u>Years of Service</u> | <u>Bi-weekly Accrual Hours</u> | <u>Annual Accrual Days</u> |
|-------------------------|--------------------------------|----------------------------|
| 1 through 5             | 9.846                          | 32                         |
| 6 through 10            | 10.769                         | 35                         |
| 11 through 15           | 11.692                         | 38                         |
| 16 through 20           | 12.615                         | 41                         |
| 21 or more              | 13.539                         | 44                         |