

ZenPayroll Guide on Pay Periods

	MONTHLY	SEMI-MONTHLY	BIWEEKLY	WEEKLY
Frequency (per year)	12	24	26 [†]	52
Payroll Date	End of the Month	Typically 1 st & 15 th or 15 th & 30 th	Every two weeks usually on Friday	Every week usually on Friday
Hours per pay period **	173.33	86.67	80	40
Payroll Processing Cost *	Lowest	Low	Medium - Low	Medium
Implications to Accounting	Lowest	Low	Medium - Low	Medium
Implications to Benefits	Lowest	Low	Medium - Low	Medium
Processing Time *	Lowest	Low	Medium - Low	Medium
Salaried Employees	Salaried employees preferred being paid more frequently but the differences are minor. Most companies pay their salaried employees semi-monthly or biweekly.			
Hourly Employees	Low Preference	Low Preference	Preferred	Most Preferred

* ZenPayroll not impacted by pay period

** For hourly employees

† Sometimes 27