

## 2023 – 2024 IMPORTANT PAYROLL INFORMATION

### **Contractual and Special Pay (Senior Judges) - Timesheets are due early for the following pay periods:**

08/16/23 – 08/29/23 Timesheets will be due for approval by noon on Monday, August 28<sup>th</sup> and managers must have the approvals completed by 6:00 p.m.

10/25/23 – 11/07/23 Timesheets will be due for approval by noon on Monday, November 6<sup>th</sup> and managers must have the approvals completed by 6:00 p.m.

11/08/23 – 11/21/23 Timesheets will be due for approval by noon on Friday, November 17<sup>th</sup> and managers must have the approvals completed by 6:00 p.m.

\*12/06/23 – 12/19/23 Timesheets will be due for approval by noon on Monday, December 18<sup>th</sup> and managers must have the approvals completed by 6:00 p.m.

01/31/24 – 02/13/24 Timesheets will be due for approval by noon on Monday, February 12<sup>th</sup> and managers must have the approvals completed by 6:00 p.m.

05/08/24 – 05/21/24 Timesheets will be due for approval by noon on Monday, May 20<sup>nd</sup> and managers must have the approvals completed by 6:00 p.m.

05/08/24 – 05/21/24 Timesheets will be due for approval by noon on Monday, May 20<sup>nd</sup> and managers must have the approvals completed by 6:00 p.m.

**\*Senior Judges - This will be the last pay period paid in 2023. The 2024 Earnings Limitation will begin on December 20, 2023.**

### **Regular Payroll including Law Clerks - Timesheets are due early for the following pay periods:**

06/14/23 – 06/27/23 Timesheets will be due to your manager by noon on Monday, June 26<sup>th</sup> and managers must have timesheets approved by 6:00 p.m. **Healthcare Premiums will not be taken for Regular Employees this pay period.**

09/20/23 – 10/03/23 Timesheets will be due to your manager by noon on Monday, October 2<sup>nd</sup> and managers must have timesheets approved by 6:00 p.m.

12/13/23 – 12/26/23 Timesheets will be due to your manager by noon on Thursday, December 21<sup>st</sup> and managers must have timesheets approved by 6:00 p.m. **Healthcare Premiums will not be taken for Regular Employees this pay period.**

\*\*12/27/23 – 01/09/24 Timesheets will be due for approval by noon on Monday, January 8<sup>th</sup> and managers must have the approvals completed by 6:00 p.m. **This is the final pay period for Leave Year 2023.**

05/29/24 – 06/11/24 Timesheets will be due for approval by noon on Monday, June 10<sup>th</sup> and managers must have the approvals completed by 6:00 p.m.

### **\*\*Final Personal Leave Usage for the 2023 Leave Year**

All 2023 Personal Leave must be used by January 9, 2024. Once the timesheet for pay period ending 01/09/24 has been submitted, no retroactive changes can be made to Personal Leave usage prior to and including pay period ending 01/09/24.

### **2023 Leave Bank Enrollment**

Leave Bank Enrollment will begin 01/10/24 and will end on 01/23/24.

*This information will be updated as needed.*

07.11.2023