

Contractual and Special Pay (Senior Judges)

*Timesheets for **Contractual Payroll and Senior Judges** are due early for the following pay periods:*

11/13/19 - 11/26/19 Timesheets will be due for approval by noon on Friday, November 22nd and managers must have the approvals completed by 6:00 p.m.

*12/11/19 - 12/24/19 Timesheets will be due for approval by noon on Friday, December 20th and managers must have the approvals completed by 6:00 p.m.

***Pay date will be advanced one day. You will receive your direct deposit on December 31st instead of January 1st. Delivery of live checks will be dependent upon the USPS. This will be the last pay period that will be paid in 2019. The 2020 Earnings Limitation will begin on January 1, 2020..**

Regular Payroll

*Timesheets for **Regular Payroll** are due early for the following pay periods:*

08/14/19 - 08/27/19 Timesheets will be due to your manager by noon on Friday, August 23rd and managers must have timesheets approved by 6:00 p.m.

09/25/19 - 10/08/19 Timesheets will be due to your manager by noon on Friday, October 4th and managers must have timesheets approved by 6:00 p.m.

10/23/19 - 11/05/19 Timesheets will be due to your manager by noon on Friday, November 1st and managers must have timesheets approved by 6:00 p.m.

12/04/19 - 12/17/19 Timesheets will be due to your manager by noon on Friday, December 13th and managers must have timesheets approved by 6:00 p.m. **Pay date will be advanced one day. You will receive your direct deposit on December 24th instead of December 25th. Delivery of live checks will be dependent upon the USPS.**

12/18/19 - 12/31/19 Timesheets will be due to your manager by noon on Thursday, December 26th and managers must have timesheets approved by 6:00 p.m. **Healthcare Premiums will not be taken for Regular Employees this pay period.**

01/01/20 - 01/14/20 Timesheets will be due to your manager by noon on Friday, January 10th and managers must have timesheets approved by 6:00 p.m.

Final Personal Leave Usage for the 2019 Leave Year

All 2019 Personal Leave must be used by December 31, 2019. Once the timesheet for ppe 12/31/19 has been submitted, no retroactive changes can be made to Personal Leave usage prior to and including pay period ending 12/31/19.

2020 Leave Bank Enrollment

Leave Bank Enrollment will begin 01/01/20 and will end on 01/14/20.

This information will be updated as needed.