

2024 – 2025 IMPORTANT PAYROLL INFORMATION

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

06/19/24 – 07/02/24 Timesheets will be due for approval by noon on Monday, July 1st and managers must have the approvals completed by 6:00 p.m.

08/14/24 – 08/27/24 Timesheets will be due for approval by noon on Monday, August 26th and managers must have the approvals completed by 6:00 p.m.

09/25/24 – 10/08/24 Timesheets will be due for approval by noon on Monday, October 7th and managers must have the approvals completed by 6:00 p.m.

10/23/24 – 11/05/24 Timesheets will be due for approval by noon on Monday, November 4th and managers must have the approvals completed by 6:00 p.m.

*12/04/24 – 12/17/24 Timesheets will be due for approval by noon on Monday, December 16th and managers must have the approvals completed by 6:00 p.m. **Pay date 12/25/24 is advanced one day due to the holiday and will now be 12/24/24.**

01/01/25 – 01/14/25 Timesheets will be due for approval by noon on Monday, January 13th and managers must have the approvals completed by 6:00 p.m.

01/29/25 – 02/11/25 Timesheets will be due for approval by noon on Monday, February 10th and managers must have the approvals completed by 6:00 p.m.

05/07/25 – 05/20/25 Timesheets will be due for approval by noon on Monday, May 19th and managers must have the approvals completed by 6:00 p.m.

06/04/25 – 06/17/25 Timesheets will be due for approval by noon on Monday, June 16th and managers must have the approvals completed by 6:00 p.m.

***Senior Judges - This will be the last pay period paid in 2024. The 2025 Earnings Limitation will begin on December 18, 2024**

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

10/16/24 – 10/29/24 **Healthcare Premiums will not be taken for Regular Employees this pay period.**

11/13/24 – 11/26/24 Timesheets will be due to your manager by noon on Friday, November 22nd and managers must have timesheets approved by 6:00 p.m.

12/11/24 – 12/24/24 Timesheets will be due to your manager by noon on Thursday, December 19th and managers must have timesheets approved by 6:00 p.m.

****12/25/24 – 01/07/25 This is the final pay period as well as the last pay period for personal leave usage for the Leave Year 2024.**

04/16/25 – 04/29/25 **Healthcare Premiums will not be taken for Regular Employees this pay period.**

****All 2024 Personal Leave must be used by January 7, 2025. Once the timesheet for pay period ending 01/07/25 has been submitted, no retroactive changes can be made to Personal Leave usage prior to and including pay period ending 01/07/25.**

2025 Leave Bank Enrollment

Leave Bank Enrollment will begin 01/08/25 and will end on 01/21/25.

This information will be updated as needed.

06.20.2024