

2021 – 2022 IMPORTANT PAYROLL INFORMATION

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

05/12/21 – 05/25/21 Timesheets will be due for approval by noon on Monday, May 24th and managers must have the approvals completed by 6:00 p.m.

08/18/21 – 08/31/21 Timesheets will be due for approval by noon on Monday, August 30th and managers must have the approvals completed by 6:00 p.m.

10/27/21 – 11/09/21 Timesheets will be due for approval by noon on Monday, November 8th and managers must have the approvals completed by 6:00 p.m.

11/10/21 – 11/23/21 Timesheets will be due for approval by noon on Monday, November 21st and managers must have the approvals completed by 6:00 p.m.

*12/08/21 – 12/21/21 Timesheets will be due for approval by noon on Monday, December 20th and managers must have the approvals completed by 6:00 p.m.

02/22/22 – 02/15/22 Timesheets will be due for approval by noon on Monday, February 14th and managers must have the approvals completed by 6:00 p.m.

05/11/22 – 05/24/22 Timesheets will be due for approval by noon on Monday, May 23rd and managers must have the approvals completed by 6:00 p.m.

***Senior Judges** - This will be the last pay period paid in 2021. The 2022 Earnings Limitation will begin on December 22, 2021.

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

06/16/21 – 06/29/21 Timesheets will be due to your manager by noon on Monday, June 28th and managers must have timesheets approved by 6:00 p.m. **Healthcare Premiums will not be taken for Regular Employees this pay period.**

09/22/21 – 10/05/21 Timesheets will be due to your manager by noon on Monday, October 4th and managers must have timesheets approved by 6:00 p.m.

12/15/21 – 12/28/21 Timesheets will be due to your manager by noon on Monday, December 27th and managers must have timesheets approved by 6:00 p.m.

12/29/21 – 01/11/22 Timesheets will be due for approval by noon on Monday, January 10th and managers must have the approvals completed by 6:00 p.m. **This is the final pay period for Leave Year 2021.

05/18/22 – 05/31/22 **This pay period is not advanced, however Healthcare Premiums will not be taken for Regular Employees**

****Final Personal Leave Usage for the 2021 Leave Year**

All 2021 Personal Leave must be used by January 11, 2022. Once the timesheet for ppe 01/11/22 has been submitted, no retroactive changes can be made to Personal Leave usage prior to and including pay period ending 01/11/22.

2022 Leave Bank Enrollment

Leave Bank Enrollment will begin 01/12/22 and will end on 01/25/22.

This information will be updated as needed.

05.11.2021