

2022 – 2023 IMPORTANT PAYROLL INFORMATION

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

08/17/22 – 08/30/22 Timesheets will be due for approval by noon on Monday, August 29th and managers must have the approvals completed by 6:00 p.m.

10/26/22 – 11/08/22 Timesheets will be due for approval by noon on Monday, November 7th and managers must have the approvals completed by 6:00 p.m.

11/09/22 – 11/22/22 Timesheets will be due for approval by noon on Friday, November 18th and managers must have the approvals completed by 6:00 p.m.

***12/07/22 – 12/20/22** Timesheets will be due for approval by noon on Monday, December 19th and managers must have the approvals completed by 6:00 p.m.

02/01/23 – 02/14/23 Timesheets will be due for approval by noon on Monday, February 13th and managers must have the approvals completed by 6:00 p.m.

05/10/23 – 05/23/23 Timesheets will be due for approval by noon on Monday, May 22nd and managers must have the approvals completed by 6:00 p.m.

***Senior Judges - This will be the last pay period paid in 2022. The 2023 Earnings Limitation will begin on December 21, 2022.**

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

06/15/22 – 06/28/22 Timesheets will be due to your manager by noon on Friday, June 24th and managers must have timesheets approved by 6:00 p.m. **Healthcare Premiums will not be taken for Regular Employees this pay period.**

09/21/22 – 10/04/22 Timesheets will be due to your manager by noon on Monday, October 3rd and managers must have timesheets approved by 6:00 p.m.

10/19/22 – 11/01/22 Timesheets will be due to your manager by noon on Monday, October 31st and managers must have timesheets approved by 6:00 p.m.

12/14/22 – 12/27/22 Timesheets will be due to your manager by noon on ~~Friday, December 23rd~~ Thursday, December 22nd and managers must have timesheets approved by 6:00 p.m. **Healthcare Premiums will not be taken for Regular Employees this pay period.**

****12/28/22 – 01/10/23** Timesheets will be due for approval by noon on Monday, January 9th and managers must have the approvals completed by 6:00 p.m. **This is the final pay period for Leave Year 2022.**

****Final Personal Leave Usage for the 2022 Leave Year**

All 2022 Personal Leave must be used by January 10, 2023. Once the timesheet for ppe 01/10/23 has been submitted, no retroactive changes can be made to Personal Leave usage prior to and including pay period ending 01/10/23.

2023 Leave Bank Enrollment

Leave Bank Enrollment will begin 01/11/23 and will end on 01/24/23.

This information will be updated as needed.

12.16.2022