

Contractual and Special Pay (Senior Judges)

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

11/28/18 – 12/11/18 This will be the last pay period that will be paid in 2018

12/12/18 – 12/25/18 Timesheets will be due to your manager by noon on Friday, December 21st and managers must have timesheets approved by 6:00 p.m.

This pay period will be paid in 2019 and will begin the 2019 Earnings Limitation

Regular Payroll

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

11/07/18 – 11/20/18 Timesheets will be due to your manager by noon on Thursday, November 15th and managers must have timesheets approved by 6:00 p.m.

******12/05/18 – 12/18/19 Timesheets will be due to your manager by noon on Friday, December 14th and managers must have timesheets approved by 6:00 p.m.

*******12/19/18 – 01/01/19 Timesheets will be due to your manager by noon on Friday, December 28th and managers must have timesheets approved by 6:00 p.m.

This is the last pay period that you can use or adjust your 2018 Personal Leave.

01/02/19 – 01/15/19 Timesheets will be due to your manager by noon on Friday, January 11th and managers must have timesheets approved by 6:00 p.m.

01/16/19 – 01/29/19 Payroll is not advanced; however, Healthcare Premiums will not be taken for Regular Employees this pay period.

01/30/19 – 02/12/19 Timesheets will be due to your manager by noon on Friday, February 8th and managers must have timesheets approved by 6:00 p.m.

05/08/19 – 05/21/19 Timesheets will be due to your manager by noon on Friday, May 17th and managers must have timesheets approved by 6:00 p.m.

Final Personal Leave Usage for the 2018 Leave Year

All 2018 Personal Leave must be used by January 1, 2019. Once the timesheet for ppe 01/01/19 has been submitted, no retroactive changes can be made to Personal Leave usage prior to and including pay period ending 01/01/19.

2019 Leave Bank Enrollment

Leave Bank Enrollment will begin 01/02/19 and will end on 01/15/19.

**** Updated by CPB – Additional Advanced Payroll**

*****Judiciary Advanced Payroll**

