

Important Judiciary Payroll Information and Advanced Payroll Dates for 2013-2014

NOTE: The **Administrative Leave (code 58)** will carry over; however, any unused Administrative Leave will be forfeited when you leave state service. If an employee comes to the Judiciary from another state agency, the administrative leave usage will be verified and any unused leave will transfer.

Please remember:

- Note 'Assumed Performance' or 'AP' on those dates you must project working when turning in your timesheet.
- You cannot assume overtime or comp time earned on the AP noted days.
- If you have pre-scheduled leave, please indicate it on the timesheet. This would include administrative leave (58).
- AP and all other adjustment requests must be accompanied by a legible copy of the timesheet for the related pay period covered in the requested adjustment.
- Paid overtime must be pre-approved by your administrative official and noted on the Overtime Authorization Log.

Advanced Payrolls:

Contractual Payroll Schedule (6x9 manual timecards) Due dates subject to change

	PAY PERIOD	DUE DATE
Pay Period #15	01/01/14 – 01/14/14	Friday, January 10, 2014
Pay Period #17	01/29/14 – 02/11/14	Friday, February 7, 2014
Pay Period #24	05/07/14 – 05/20/14	Thursday, May 15, 2014

Regular Payroll Schedule (Pre-printed timesheets) Due dates subject to change

Pay Period #16	01/08/14 - 01/21/14	Thursday, January 16, 2014
Pay Period #18	02/05/14 – 02/18/14**	
Pay Period #23	04/16/14 - 04/29/14	Not advanced – Health deductions will not be taken for Biweekly employees
Pay Period #25	05/14/14 – 05/27/14**	

Timecards are due to payroll by Noon and adherences to the deadlines are crucial in processing advanced payrolls in a timely manner. Your administrative official may require them earlier to comply with the Payroll deadlines.

****Please consider mailing your timesheets early to ensure they are in the payroll office in a timely manner for processing due to a holiday.**

PLEASE NOTE: January 07, 2014 ends the 2013 Leave Year. All 2013 Personal Leave must be used by this date. No adjustments can be made to your 2013 Personal Leave after the submission of timesheets for pay period ending 01/07/14. All unused Personal Leave for 2013 will be forfeited prior to granting the 2014 Personal Leave.

Personal leave will be available to use on January 08, 2014, however, it may not appear on timesheets until pay period ending 2/18/13.

1/7/2014