

Contractual and Special Pay (Senior Judges)

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

08/19/20 – 09/01/20 Timesheets will be due for approval by noon on Friday, August 28th and managers must have the approvals completed by 6:00 p.m.

10/14/20 – 10/27/20 Timesheets will be due for approval by noon on Monday, October 26th and managers must have the approvals completed by 6:00 p.m.

11/11/20 – 11/24/20 Timesheets will be due for approval by noon on Friday, November 20th and managers must have the approvals completed by 6:00 p.m.

*12/09/20 – 12/22/20 Timesheets will be due for approval by noon on Monday, December 21st and managers must have the approvals completed by 6:00 p.m.

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.

***Senior Judges** - This will be the last pay period paid in 2020. The 2021 Earnings Limitation will begin on December 23, 2020.

Regular Payroll

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

09/23/20 – 10/06/20 Timesheets will be due to your manager by noon on Monday, October 5th and managers must have timesheets approved by 6:00 p.m.

10/21/20 – 11/03/20 Timesheets will be due to your manager by noon on Friday, October 30th and managers must have timesheets approved by 6:00 p.m. **Pay date will be advanced one day. You will receive your direct deposit on November 10th instead of November 11th. Delivery of live checks will be dependent upon the USPS.**

12/16/20 – 12/29/20 Timesheets will be due to your manager by noon on Wednesday, December 23rd and managers must have timesheets approved by 6:00 p.m. **Healthcare Premiums will not be taken for Regular Employees this pay period.**

12/30/20 – 01/12/21 Timesheets will be due to your manager by noon on Monday, January 11th and managers must have timesheets approved by 6:00 p.m.

01/27/21 – 02/09/21 Timesheets will be due to your manager by noon on Monday, February 8th and managers must have timesheets approved by 6:00 p.m.

Final Personal Leave Usage for the 2020 Leave Year

All 2020 Personal Leave must be used by January 12, 2021. Once the timesheet for ppe 01/12/21 has been submitted, no retroactive changes can be made to Personal Leave usage prior to and including pay period ending 01/12/21.

2021 Leave Bank Enrollment

Leave Bank Enrollment will begin 01/13/21 and will end on 01/26/21.

This information will be updated as needed.

09.14.2020