

# SENIOR JUDGE FACT SHEET



## Timekeeping & Payroll Information

### CONNECT

- ◆ Senior Judges are processed in Judiciary payroll as a contract/special pay employee which means you will record your time for every day worked.
- ◆ Senior Judges are paid every two weeks (bi-weekly) instead of once a month.
- ◆ The bi-weekly payroll cycle begins on Wednesday and ends on Tuesday, two weeks later.
- ◆ The pay date is on Wednesday, one week and a day following the end of the payroll period, unless otherwise announced.
- ◆ Please do not record time in advance.
- ◆ By law, Senior Judges have an earnings limit (see Earnings Limitation section below) and will not be paid more than their limit.
- ◆ Please record all time worked for tracking purposes. Time worked over the Earnings Limitations is recorded as volunteer time.
- ◆ Use the correct Time Reporting Code (TRC) to report the type of service performed as well as the correct location or index for that service.
- ◆ For multiple activities on the same date, enter additional lines (see + at far right of screen).
- ◆ You should enter clarification information in the comment bubble next to the date in the reported Time Status section. Suggested information for the bubble:
  - Multiple case worked
  - Details of the case or assignment
  - Name of the course for Judicial Education
- ◆ Senior Judges should follow the Administrative Order regarding the required and optional judicial education (see below).
- ◆ Senior judge time serving as a mentor shall not be compensated.
- ◆ Senior judges shall follow the Judicial Branch Travel Policy.
- ◆ Travel time for a temporary court assignment, education, or conference is not compensated.

## RECORDING SENIOR JUDGE TIME

### Senior Judge time is recorded in three sections:

- A. Temporary Court Assignments
- B. Committees, Subcommittees & Workgroups
- C. Judicial Education

#### A. Temporary Court Assignments

- ◆ All senior judges shall be compensated for courtroom or non-courtroom time for temporary court assignments.
- ◆ Select the Time Reporting Code (TRC) for the work and the applicable jurisdiction.
- ◆ Assignments lasting four or fewer hours shall be compensated as a half-day per diem; more than four hours shall be compensated at a full day per diem, which is eight hours.
- ◆ Senior Judges shall be compensated for a full day per diem on a day they worked four or fewer hours if:
  - If the senior judge was scheduled to preside over a trial that was scheduled to begin that day or at least one day prior,
  - The case settled that day or the day before,
  - After the case settled, the senior judge sought additional work from the administrative judge, and
  - The senior judge confirmed with the administrative judge that there was no other work available for the senior judge.
- ◆ The senior judge agrees to take whatever case or matters assigned except in the case of a conflict of interest or other similar circumstances.
- ◆ Senior judges in multi- jurisdictions may leave only after being excused by the administrative judge or their designee.
- ◆ Senior judges in a single jurisdiction must remain on duty in the courthouse to handle business until the close of business.

Tue 5/16	Total	Time Reporting Code	Court Location	Index
8.00	8.00	02 TRLCT - Trial Courts-CC/DC	0452118	

## B. Committees, Subcommittees, and Workgroups

- ◆ All senior judges serving on committees, subcommittees, or work groups of the Judiciary shall be compensated for participation in the meetings based on the half-day or full day per diem structure.
- ◆ All senior judges shall be compensated for time spent attending meetings that are not formal meetings but that relate to the business only IF expressly requested by the chair of the relevant committee, subcommittee, or workgroup.
- ◆ Chair and vice chair members (executives) shall be compensated for additional time spent preparing for meetings not to exceed one-half day per diem for a meeting that is 4 hours or less, or one full day per diem for a meeting that is more than 4 hours.
- ◆ Non-executive members (chair or vice chair) of committees, subcommittees, and work groups shall not be compensated for time spent preparing for meetings.

Tue 5/16	Total	Time Reporting Code	Court Location	Index
8.00		00 COMMI - Committee		DOMEST-LAW

Tue 5/16	Total	Time Reporting Code	Court Location	Index
8.00		00 SUBCO - Subcommittee		CIVIL LAW

Tue 5/16	Total	Time Reporting Code	Court Location	Index
8.00		00 WRKGP - Workgroup		COURT PROC

### C. Judicial Education and Conferences

- ◆ Attendance in Judicial Education
  - Senior judges shall be compensated for participating in mandatory in-person and online courses consistent with the number of credit hours earned up to a total of seven days per calendar year.
  
- ◆ Attendance at Judicial Conference and conferences of local and circuit judges
  - Senior judges shall be compensated for attendance at the Judicial Conference for up to one day regardless of the number of days attended provided they did not decline a request for a temporary court assignment. The one day is subject to the total of 7 days of compensation for judicial education.
  
- ◆ Teaching or presenting time
  - Senior judges teaching at the Judicial College or presenting at the Judicial Conference or at a local or circuit judicial conference, shall be compensated for a half-day or full day per diem based upon the actual teaching time but not more than the credit hours of the course up to one full day for a course that is more than four hours of teaching time.
  
- ◆ Preparing to teach
  - Senior judges who teach shall also be compensated for preparing to teach the course. The preparation time shall be consistent with the actual length of the number of hours of the course.

Tue 5/16	Total	Time Reporting Code	Court Location	Index
<input type="text" value="8.00"/>		<input type="text" value="11 JEDUC - Judicial Education"/>		<input type="text" value="JUD CONFR"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	
<input type="text"/>		<input type="text"/>	<input type="text"/>	

View 100 | 1-4 of 4

Index	Description
<a href="#">ATTENDANCE</a>	JEDUC - Attend
<a href="#">CLASS PREP</a>	JEDUC - Class Preparation
<a href="#">JUD CONFR</a>	JEDUC - Judicial Conference
<a href="#">TEACHING</a>	JEDUC - Teach

## REFERENCES

Administrative Order on Compensation for Senior Judges (April 7, 2023)

Continuing Education of Judges, Magistrates and Commissioners (August 24, 2022)

## TIME REPORTING CODES (TRC) SELECTION

TIME REPORTING CODES - TRC's			COURT LOCATION CODE
02	TRLCT	TRIAL COURTS-CC/DC	Selection from List <b>04 = DC 01 = CC</b>
03	TRBWR	CC/DC-Briefs/Research/Writings	Selection from DC or CC List
04	CAARG	COA-Arguments	0125000 - Court of Appeals
05	CABWR	COA-Briefs/Research/Writings	0125000 - Court of Appeals
06	CSARG	COSA-Arguments	0226000 - Court of Special Appeals
07	CSBWR	COSA-Briefs/Research/Writings	0226000 - Court of Special Appeals
08	CSMED	COSA-Mediation	<b>OTHER</b> - Use <b>COMMENT</b> for Details
TIME REPORTING CODES - TRC's			INDEX
09	COMMI	Committee	Select from Committee List
00	SUBCO	Subcommittee	Select from Subcommittee List
00	WRKGP	Workgroup	Select from Workgroup List
11	JEDUC	Judicial Education	<b>Select from List</b> •Class Preparation •Teach •Attend •Judicial Conference

## EARNINGS LIMITATION

- ◆ Pay statements (or pay stubs) for your senior service will have your year-to-date (YTD) earnings and withholdings deduction on it. You access these statements through the Payroll Online Service Center (POSC). If you need assistance getting set up with POSC, please contact Payroll Services.
- ◆ Please track your Earnings Limitation (EL) so you do not exceed your limit.
- ◆ To calculate your Earnings Limitation:
  - (A) = Monthly Gross Retirement Allowance x 12 (months)  
(What you receive from State Retirement NOT your pay from senior service)
  - (B) = Full Salary of Active Judge
  - (C) = Earnings Limit

$$(B) - (A \times 12) = (C)$$