

MDOT PAYROLL CENTER
2023 PAYROLL SCHEDULE

as of 10/21/2022

	<u>PAY #</u>	<u>BEGIN DATE</u>	<u>ENDING DATE</u>	<u>PAY DATE</u>
*	01	12/14/22	12/27/22	\$ 01/04/23
*	02	12/28/22	01/10/23	01/18/23
	03	01/11/23	01/24/23	02/01/23
	04	01/25/23	02/07/23	02/15/23
	05	02/08/23	02/21/23	03/01/23
	06	02/22/23	03/07/23	03/15/23
	07	03/08/23	03/21/23	03/29/23
	08	03/22/23	04/04/23	04/12/23
	09	04/05/23	04/18/23	04/26/23
	10	04/19/23	05/02/23	05/10/23
	11	05/03/23	05/16/23	05/24/23
	12	05/17/23	05/30/23	06/07/23
*	13	05/31/23	06/13/23	06/21/23
*	14	06/14/23	06/27/23	\$ 07/05/23
	15	06/28/23	07/11/23	07/19/23
	16	07/12/23	07/25/23	08/02/23
	17	07/26/23	08/08/23	08/16/23
	18	08/09/23	08/22/23	08/30/23
	19	08/23/23	09/05/23	09/13/23
	20	09/06/23	09/19/23	09/27/23
*	21	09/20/23	10/03/23	10/11/23
	22	10/04/23	10/17/23	10/25/23
	23	10/18/23	10/31/23	11/08/23
	24	11/01/23	11/14/23	11/22/23
	25	11/15/23	11/28/23	12/06/23
	26	11/29/23	12/12/23	12/20/23

* *Time reports due one day early*

** *Time reports due two days early*

\$ *No health care deductions (including Term Life, AD&D, Flex Spending, and Long Term Care)*

2023 TSHRS HOLIDAY SCHEDULE

	<u>DATE</u>	<u>DAY</u>
New Year's Day 2023	01/02/23	Mon
Martin Luther King Day	01/16/23	Mon
Presidents' Day	02/20/23	Mon
Memorial Day	05/29/23	Mon
National Independence Day	06/19/23	Mon
Independence Day	07/04/23	Tues
Labor Day	09/04/23	Mon
Columbus Day	10/09/23	Mon
Veterans' Day	11/10/23	Fri
Thanksgiving Day	11/23/23	Thur
Christmas Day	12/25/23	Mon

**MDOT Payroll Center
2023 Leave Projections**

Pay #	PP Ending Date	Carryover	VAC				Sick
			(1.0) 0 to 5 yrs	(1.5) 6 to 10 yrs	(2.0) 11 to 20 yrs	(2.5) Over 20 yrs	
2	01/10/23	4	2.0	3.0	4.0	5.0	3.0
3	01/24/23	6	3.0	4.5	6.0	7.5	4.5
4	02/07/23	8	3.0	4.5	6.0	7.5	4.5
5	02/21/23	10	3.0	4.5	6.0	7.5	4.5
6	03/07/23	12	3.0	4.5	6.0	7.5	4.5
7	03/21/23	14	3.0	4.5	6.0	7.5	4.5
8	04/04/23	16	3.0	4.5	6.0	7.5	4.5
9	04/18/23	18	3.0	4.5	6.0	7.5	4.5
10	05/02/23	20	3.0	4.5	6.0	7.5	4.5
11	05/16/23	22	3.0	4.5	6.0	7.5	4.5
12	05/30/23	24	3.0	4.5	6.0	7.5	4.5
13	06/13/23	0	4.0	6.0	8.0	10.0	6.0
14	06/27/23	2	3.0	4.5	6.0	7.5	4.5
15	07/11/23	4	3.0	4.5	6.0	7.5	4.5
16	07/25/23	6	3.0	4.5	6.0	7.5	4.5
17	08/08/23	8	3.0	4.5	6.0	7.5	4.5
18	08/22/23	10	3.0	4.5	6.0	7.5	4.5
19	09/05/23	12	3.0	4.5	6.0	7.5	4.5
20	09/19/23	14	3.0	4.5	6.0	7.5	4.5
21	10/03/23	16	3.0	4.5	6.0	7.5	4.5
22	10/17/23	18	3.0	4.5	6.0	7.5	4.5
23	10/31/23	20	3.0	4.5	6.0	7.5	4.5
24	11/14/23	22	3.0	4.5	6.0	7.5	4.5
25	11/28/23	24	3.0	4.5	6.0	7.5	4.5
26	12/12/23	0	4.0	6.0	8.0	10.0	6.0
1	12/26/23	2	3.0	4.5	6.0	7.5	4.5
*2	12/31/23		1.0	1.5	2.0	2.5	1.5
Total credits for 2023			80.0	120.0	160.0	200.0	120.0

* partial leave credit; balance will be credited in 2023

**Full leave credits earned as long as employees don't go without pay/ASL/ESL (1-1-2023 to 12-31-2023)
(WP XX/AS/EL and overtime hours do not count toward leave earnings.)**

2023 TSHRS Holiday Schedule

	Date	Day
New Year's Day 2023	01/02/23	Mon
Martin Luther King Day	01/16/23	Mon
Presidents' Day	02/20/23	Mon
Memorial Day	05/29/23	Mon
Juneteenth National Independence Day	06/19/23	Mon
Independence Day	07/04/23	Tues
Labor Day	09/04/23	Mon
Columbus Day	10/09/23	Mon
Veterans' Day	11/10/23	Fri
Thanksgiving Day	11/23/23	Thurs
Christmas Day	12/25/23	Mon

When a State holiday occurs on a Saturday or Sunday, the holiday is observed on the Friday before or the Monday after the actual holiday, respectively.

Employees earn a credit (based on years of service) for every 26 hours they are paid, excluding employees using advanced or extended sick leave

Annual Leave:

An employee with 0-5 years of service will earn 1.0 hours for every 26 hours they work
An employee with 6-10 years of service will earn 1.5 hours for every 26 hours they work
An employee with 11-20 years of service will earn 2.0 hours for every 26 hours they work
An employee with over 20 years of service will earn 2.5 hours for every 26 hours they work

Everyone earns 1.5 hours of sick leave for every 26 hours they work

26 hours does not divide evenly into 80 hours so basically each employee will earn 3 credits of annual leave for each 80 hour pay period they are paid, excluding employees using advanced or extended sick leave.

If you take 26 times 3 you get 78 hours ...we then subtract 78 from 80 and are left with 2 hours....which becomes the carryover.

Every 13 pays, enough "carryover" has accumulated to equal 26 and hence why everyone gets the extra leave credit

For someone without pay, you can calculate the projected leave earnings by looking at the carryover. For example: an employee with 7 years of service has 16 hour carryover and works 62 hours (18 hours of WP XX) the employee will have 78 earned hours and will earn 4.5 hours of annual and 4.5 hours of sick

For example: an employee with 12 years of service has 24 hour carryover and works 24 hours (56 hours of WP XX) the employee will have 48 earned hours and will earn 2.0 hours of annual and 1.5 hours of sick