

Trial Judge Handbook

# PAYROLL

Section 2

TOPIC	PAYROLL	SUB-SECTION	02.10.10
SECTION	GENERAL INFO	ISSUANCE DATE	10/31/2018
SUB-SECTION	DIRECT DEPOSIT & BENEFITS	REVISION NUMBER REVISION DATE	

Payroll is paid monthly. You will receive your payment on the last working day of the month. You can choose to receive a paper check or enroll with direct deposit (DD), but your first paycheck will be paper. If you continue to receive a paper check instead of DD, your W-2 will be mailed to you. All of the options listed below are available to the judge and his/her support staff.

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## ACE

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If you choose direct deposit, paystub(s) and W-2(s) will be accessible via the ACE log-in for state employees at <https://www.ms.gov/dfa/ace/W2EFTDispatcher>. Once you are set-up in the payroll system with a valid email address, MMRS will send you the information to log into ACE. If you have any questions, please call the MMRS Help Desk at 601-359-1343, listen for the ACE option, and follow the prompts. Or you can contact Brenda Peters.

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## Retirement Contribution

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A mandatory 9.00% will be withheld monthly from your salary for Public Employees Retirement System (PERS) contribution. You cannot opt out of this deduction. Please visit PERS at [www.pers.ms.gov](http://www.pers.ms.gov) for additional information.

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## Health Insurance

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Your health insurance policy is provided by Blue Cross Blue Shield of Mississippi. To view the selections of coverage, please refer to your employee packet or visit <http://knowyourbenefits.dfa.state.ms.us/> for more details.

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## Optional Life Insurance

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You are eligible for an optional life insurance policy at an extremely low cost. Please visit <http://knowyourbenefits.dfa.state.ms.us/> for more details.

TOPIC	PAYROLL	SUB-SECTION	02.10.20
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SUB-SECTION	OTHER BENEFITS	REVISION NUMBER	
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### Other Benefits

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- Dental – Always Care – cost dependent on coverage – [www.alwaysassist.com](http://www.alwaysassist.com)
- Vision – Superior – cost dependent on coverage – [www.superiorvision.com](http://www.superiorvision.com)
- YMCA – cost dependent on membership – [www.metroymcams.org](http://www.metroymcams.org)
- College Savings – MPACT/MACS – cost varies – [www.collegesavingsmississippi.com](http://www.collegesavingsmississippi.com)
- Deferred Compensation – <https://mdcplan.gwrs.com/login.do>  
111 E Capitol St, Suite 260, Jackson, MS 39201  
1-800-846-4551
- Mississippi Public Employees Credit Union – [www.mspecu.org](http://www.mspecu.org)  
613 South West Street, Jackson, MS 39201  
601-948-8191
- Supplemental Cancer, Disability, Accidental Death and Dismemberment, and additional life insurance policies are available. Please contact Payroll (Brenda) for more information.

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### Pre-tax Deductions

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The following pre-tax options are offered through Glynn Griffing Administrators:

- Medflex
- Dependent Care
- Cafeteria Plan

TOPIC	PAYROLL	SUB-SECTION	02.10.30
SECTION	GENERAL INFO	ISSUANCE DATE	10/31/2018
SUB-SECTION	OPEN ENROLLMENT & CONTACT INFO	REVISION NUMBER REVISION DATE	

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## Open Enrollment

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Open enrollment begins each year in October giving you the ability to make changes to your deductions which will then take effect the following January. Unless you have a change in status, your deductions will remain the same throughout the calendar year.

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## Contact Information

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Please keep your personal and business contact information current with our office. Our preferred method of communication is email, so please make sure we have your current email address. Any changes in your personal information will need to be done in writing either through the mail or email. **We will not update your personal information over the phone or via your staff or family members.**

TOPIC	PAYROLL	SUB-SECTION	02.20.10
SECTION	SUPPORT STAFF	ISSUANCE DATE	10/31/2018
SUB-SECTION		REVISION NUMBER	
		REVISION DATE	

According to Miss. Code Ann. §9-1-36 (5)(a) (Rev. 2014), the Administrative Office of Courts (AOC) shall allocate from the support staff fund an amount of \$40,000 per fiscal year (July-June) for the funding of support staff assigned to a judge or judges; (b) and another \$40,000 in addition to the amount provided in paragraph (a) for the services of a law clerk/staff attorney.

The maximum amount each judge can receive every fiscal year for their support staff is \$80,000. Any additional funds needed to fully fund the payroll of your support staff would need to be provided by your county/counties. This process is handled through monthly billings to the counties by AOC.

Before your support staff can be placed on payroll, you must contact Kevin Lackey to ensure the individual(s) meet the job qualifications set forth by the AOC. Please view our website at [http://courts.ms.gov/trialcourts/aoc\\_jobdescriptions.pdf](http://courts.ms.gov/trialcourts/aoc_jobdescriptions.pdf) for job descriptions. You can also view sample orders at [http://courts.ms.gov/trialcourts/trialcourts\\_personnelinformation.html](http://courts.ms.gov/trialcourts/trialcourts_personnelinformation.html).

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### Termination

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If a judge plans to terminate any support staff, please contact our payroll officer **immediately**. Our office needs as much advance notice as possible to ensure overpayment is not made to the employee. Remember, all payroll related issues are strictly confidential.

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### Medical and Personal Leave

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Support staff accrues leave at distinct intervals throughout their tenure. Your staff is required to submit the necessary leave request slips to our payroll office. **Not reporting time off (personal or medical) is considered fraud.**

Certain positions accrue leave differently. For more information of accrual rates and leave information, please contact our payroll officer, Brenda Peters.

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## **Timesheets**

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A monthly email will be sent to your staff reminding them when their timesheet is due; typically by the 5<sup>th</sup> of the month. The staff can return their sheets by email or mail. Faxed copies **will not** be accepted.

Do not return timesheets before the month is complete. Early timesheet submissions **will not** be accepted. A timesheet for the previous month's work should not be received by our office until the 1<sup>st</sup> of the following month.

If a timesheet is not received by the specified deadline, wages will not be paid on the regular monthly payroll and the employee's direct deposit will be stopped. Once the timesheet is received after the deadline, the employee will be placed on a supplemental payroll to run at a later date.