



## *MEMORANDUM*

From the desk of...  
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TO: Justices, Judges, and Court Employees

DATE: November 2, 2016

RE: Payroll

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The last pay date for 2016 is December 1, 2016. If you would like to make any changes to your deferred compensation or withholding for the last pay date of 2016, we will need to have your changes to the Human Resources Office by **November 17, 2016**.

If your annual salary is more than \$118,500, once you have reached that earnings limit, SSDI (FICA), or 6.2 percent, is no longer deducted. However, Medicare taxes, or 1.45 percent, are deducted regardless of earning levels. The 2017 maximum SSDI (FICA) amount increased to \$127,200.

Although the checks are dated the 1<sup>st</sup> of each month, if you have direct deposit and the 1<sup>st</sup> day of the month is a non-banking day (Saturday, Sunday, or a holiday), your direct deposit will not go into your account until the next banking day.

If you have moved during the year and have not notified the HR Office, it is important that you do so immediately, so that your personnel record at the State Controller's Office can be updated with your current mailing address. Please email [hr@idcourts.net](mailto:hr@idcourts.net) with your current mailing address.

Below is the State Controller's 2017 calendar schedule for payroll:

### **2017 Monthly Payroll Dates**

<http://help.sco.idaho.gov/DSPUserManual/Pages/Pay%20Group%2020%20-%20Judicial%20Payroll%20Processing%20Calendar%202017.aspx>

### **Salary Affidavits**

Salary Affidavits need to be sent to the Human Resources Office by the 20<sup>th</sup> of each month if you have enrolled for direct deposit. If your salary affidavit is not received by the 20<sup>th</sup> of each month, your direct deposit will be turned off and you will be issued a manual check. The preferred method to send these is by email to [hr@idcourts.net](mailto:hr@idcourts.net) or they can be faxed to **947-7463**. Please retain a copy for your records.

**Deferred Compensation**

For those participating in Nationwide's 457 or 457 Roth deferred compensation or PERSI's Choice Plan 401(k) Plan, the 2017 maximum annual contribution for those under age 50 is \$18,000; for those over 50 it is \$24,000; and if you are within 3 years of retirement, the catch up is \$36,000. If you would like more information, please contact the Human Resources Office.

**Personnel Matters**

Should you have questions regarding personnel matters, such as insurance, vacation and sick leave balances, or payroll, please feel free to contact the Human Resources Office at [hr@idcourts.net](mailto:hr@idcourts.net) or you can call 947-7433, 947-7469, 947-7462, or 947-7437, so we can help you understand the policies in place and answer any questions you may have.

Listed below are reminders of policies currently in place.

**Mileage**

Mileage for court travel is \$.54 cents per mile.

**Per Diem Rates**

The per diem rates are listed below:

\$45.00 for a full day away from your official home station. The breakdown for a partial day is as follows:

Breakfast	\$11.25
Lunch	\$15.75
Dinner	\$24.75

If you travel out of state, the full day rate varies by city and the following federal rate is used to calculate reimbursement:

Breakfast	25%
Lunch	35%
Dinner	55%

Just a reminder, any out of state or out of district travel must be approved in writing prior to travel. If you have questions about travel, please call the Financial Office at 334-2248.

Again, we are here to help and hope you will contact us at anytime with questions or concerns.