



Minnesota Judicial Branch Policy

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Category: Finance
Title: Payroll and Expenses Policy

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Payroll and Expenses

I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch to ensure the timely and accurate payment of Judge and Court employee compensation and expenses utilizing procedures which provide for accounting checks and balances that preserve the integrity of payroll process.

The Judicial Branch shall establish uniform guidelines for processing payroll and expense claims, including time keeping and the internal controls necessary to ensure the integrity of these processes. This policy applies to all Judicial Branch employees and judges.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the State Court Administrator, acting as the Judicial Council's agent.

III. EXECUTIVE LIMITATIONS

In carrying out this implementation authority, the State Court Administrator shall consult with the Judicial Administrators and Directors Advisory Workgroup (JAD).