



Time Reporting Frequently Asked Questions

The State of Alaska is undergoing a change to the way in which it processes employee payroll. The information presented here is subject to change and revisal as the transition processes. This document is provided for informational purposes only. It is not intended to be controlling or binding in any way. For members of a collective bargaining unit, your collective bargaining agreement provides your rights and conditions of employment and are not amended by this document.

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Timekeepers

How will this change timekeeping duties?

Most timekeeping duties will not change. Timesheets will still be collected, reviewed, and entered following the same procedures as before, but on a bi-weekly schedule, rather than semi-monthly.

The one change of significance is that Salaried Overtime Ineligible employees must report only their standard pay period hours in order to receive the correct salary. Reporting more or less hours of base salary pay codes will result in an overpayments or underpayments respectively.

For SU and CEA the standard pay period hours are 80 (84 for SU members in Department of Corrections under 19-SS-026). For all other bargaining units the standard pay period hours are 75.

Timekeeping guidelines are provided by the Division of Personnel and Labor Relations and more resources can be located on their website: <http://doa.alaska.gov/dop/>

When will the new timekeeper schedules be available?

The 2020 timekeeper schedule is available here: <http://doa.alaska.gov/dop/Payroll/timekeeperSchedule/>

When will timesheets be due?

Timesheets entered into IRIS HRM by agency timekeepers will usually be due to Payroll Services two days after the pay period has ended. Time collectors will usually need to submit timesheets one day after the pay period has ended. Please refer to the [timekeeper schedule](#) for actual dates.

How will I know what the standard pay period hours are in bi-weekly pay periods?

For fulltime employees who are not on alternate workweeks or unusual overnight schedules, pay periods should always have the same amount of standard pay period hours. Not including overtime, recall, or other unscheduled hours worked, employees who work 37.5-hour workweeks should always have 75 standard hours and employees who work 40-hour workweeks should always have 80 standard hours.

What if an employee turns in a timesheet that reflects a semi-monthly (up to 16 days) pay period?

It is up to the agency to decide whether their employees will use the DOP provided [timesheet template](#) or another approved template.

Who should I ask if I have more questions?

Additional information will continue to be published as it comes available. If you have specific questions about bi-weekly payroll processing, please speak with your [Payroll Services](#) contact.

Employees

When will my timesheets be due to my agency timekeeper or time collector?

Departments will ultimately make this decision, but typically practices will continue as they are now to meet the deadlines established by the Payroll Services Timekeeper schedule.

Will this affect my timesheets?

If you are on a semi-monthly payroll schedule, yes. Rather than a pay period covering the 1st through 15th or the 16th through the last day of the month, timesheets will always cover a 2-week period. Aside from newly formatted timesheets to accommodate shorter pay periods, essentially nothing will change for employees in this regard.

Below are some examples of how a typical employee's schedule would look in bi-weekly payroll:

Standard Workweek, Monday - Friday Schedule (40-hour Workweek)							TOTAL	
	2/10/Mon	2/11/Tue	2/12/Wed	2/13/Thu	2/14/Fri	2/15/Sat	2/16/Sun	
Week 1:	8:00	8:00	8:00	8:00	8:00	RDO	RDO	40:00
	2/17/Mon	2/18/Tue	2/19/Wed	2/20/Thu	2/21/Fri	2/22/Sat	2/23/Sun	
Week 2:	8:00	8:00	8:00	8:00	8:00	RDO	RDO	40:00
								80:00

Standard Workweek, Thursday - Monday Schedule (37.5-hour Workweek)							TOTAL	
	2/10/Mon	2/11/Tue	2/12/Wed	2/13/Thu	2/14/Fri	2/15/Sat	2/16/Sun	
Week 1:	7:30	RDO	RDO	7:30	7:30	7:30	7:30	37:30
	2/17/Mon	2/18/Tue	2/19/Wed	2/20/Thu	2/21/Fri	2/22/Sat	2/23/Sun	
Week 2:	7:30	RDO	RDO	7:30	7:30	7:30	7:30	37:30
								75:00

Irregular Schedule, No Alternate Workweek (37.5-hour Workweek)							TOTAL	
	2/10/Mon	2/11/Tue	2/12/Wed	2/13/Thu	2/14/Fri	2/15/Sat	2/16/Sun	
Week 1:	9:00	9:30		8:00	7:00	4:00		37:30
	2/17/Mon	2/18/Tue	2/19/Wed	2/20/Thu	2/21/Fri	2/22/Sat	2/23/Sun	
Week 2:	5:30	12:00	8:30	10:00		1:30		37:30
								75:00

When will the new timesheet template be available?

The DOP provided bi-weekly timesheet is available here: <http://doa.alaska.gov/dop/payroll/timesheet/>

Please note that this timesheet is only formatted for bi-weekly payroll and cannot be used until the pay period beginning December 16, 2019 for phase 1 groups, and June 1, 2020 for phase 2 groups.

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Will this affect my flex leave accrual?

No. It should make the requirements much simpler to understand for employees who are not on alternate workweek schedules as there will no longer be carry forward hours each pay period. Typically, flextime logs will be easier to read and identify when an employee is eligible to accrue flex leave, since the workweeks will all be confined within a bi-weekly pay period and will no longer need to be tracked into the following pay period. Flex time earnings will be posted every Sunday.

Will there be new flex time tracking logs?

Flex time tracking logs will not require any changes since they are formatted for weekly entry, which aligns with bi-weekly payroll already.

Please note that for bi-weekly payroll, employees on standard workweeks should enter December 30, 2019 for the week 1 starting date, as shown below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Week 1	12/30	12/31	1/1	1/2	1/3	1/4	1/5	
Actual Hours Worked								
Holiday								
Leave Taken								

Will this change how overtime or compensatory leave accrual is earned?

No. Overtime is still earned based on the applicable FLSA requirements or collective bargaining unit's rules, i.e. after working 37.5 hours in a workweek for a GG employee, or after working 8 hours in a day for an LTC employee.

Supervisors

Will this have any impact on how I approve timesheets?

Timesheets will still need to be reviewed for accuracy, just as before, but will generally be easier to approve since there will no longer be carry forward hours unless the employee is on an alternate workweek.

Is there anything new that I should check for?

Possibly. While it is up to agencies to determine if employees will use the DOP provided [timesheet template](#) or another approved template, supervisors will be the first to review their employees' timesheets and should ensure that they are using an approved template.

Otherwise, excluding overtime and uncommon alternate workweeks or unusual overnight schedules, most full-time employees' timesheets will have the same number of hours every pay period (75 or 80). If an employee has no premium pay listed, but the hours do not total 75 or 80, double check that all hours have been accurately reported.

Will this have any effect on how I schedule employees?

For employees on standard workweeks (Sunday midnight to Sunday midnight), usually scheduled 5 consecutive days with 2 regular days off, no.

For employees on alternate workweeks, it may impact how they are rescheduled when transitioning or ending their alternate workweek. It is always important to ensure that employees will have enough hours each workweek and pay period (refer to Alternate Workweeks below).

Alternate Workweeks

Will alternate workweek forms change with the conversion to bi-weekly payroll, and if so, will employees need to renew their alternate workweek agreements?

Currently, no changes or mandatory renewals are anticipated.

Will this affect my alternate workweek?

Most employees' alternate workweeks will not be affected by the conversion to bi-weekly payroll. Since alternate workweeks typically account for either one full workweek, or two full workweeks with a "split day," they will already fit into a bi-weekly schedule.

Below are some examples of how common alternate workweeks will look in a bi-weekly schedule:

Alternate Workweek, Friday 10:30 - Friday 10:30 (37.5-hour Workweek)								TOTAL
	2/10/Mon	2/11/Tue	2/12/Wed	2/13/Thu	2/14/Fri	2/15/Sat	2/16/Sun	
Week 1	8:30	8:30	8:30	8:30	3:30 / 5:00	RDO	RDO	37:30/5
	2/17/Mon	2/18/Tue	2/19/Wed	2/20/Thu	2/21/Fri	2/22/Sat	2/23/Sun	
Week 2	8:30	8:30	8:30	7:00	RDO	RDO	RDO	32:30
								75:00

Alternate Workweek, Tuesday - Friday 4-Day Schedule (40-hour Workweek)								TOTAL
	2/10/Mon	2/11/Tue	2/12/Wed	2/13/Thu	2/14/Fri	2/15/Sat	2/16/Sun	
Week 1	RDO	10:00	10:00	10:00	10:00	RDO	RDO	40:00
	2/17/Mon	2/18/Tue	2/19/Wed	2/20/Thu	2/21/Fri	2/22/Sat	2/23/Sun	
Week 2	RDO	10:00	10:00	10:00	10:00	RDO	RDO	40:00
								80:00

Alternate Workweek, Monday 00:30 - Monday 00:30 (37.5-hour Workweek)								TOTAL
	2/10/Mon	2/11/Tue	2/12/Wed	2/13/Thu	2/14/Fri	2/15/Sat	2/16/Sun	
Week 1				4:00	11:00	11:00	11:00	37:00
	2/17/Mon	2/18/Tue	2/19/Wed	2/20/Thu	2/21/Fri	2/22/Sat	2/23/Sun	
Week 2	0:30 / 10:00	10:30	10:30	6:30	RDO	RDO	RDO	0:30 / 37:30
								75:00

Will bi-weekly payroll have any impact on how I schedule my employees on alternate workweeks?

When changing an employee's schedule, it is always important to ensure that they are still scheduled for the mandatory minimum workweek, per their applicable collective bargaining agreement (typically 37.5 hours or 40 hours per week). With semi-monthly payroll, this was still a requirement, but overtime-eligible employees were usually salaried and could potentially receive full salaries even when schedule changes resulted in a slight shortage of scheduled hours during the transition to a new schedule.

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Overtime-eligible employees will be hourly when on a bi-weekly payroll cycle. Because of this it is important to remember that fewer hours will have a direct impact resulting in less wages for employees if they are not scheduled for enough work hours during a transition. It remains incumbent upon scheduling supervisors to carefully assess schedule changes, or it could result in less earnings and a consequently smaller paycheck for their employee.

This issue can usually be avoided by scheduling the employee for additional hours during the transition period to ensure that they have enough hours in the pay period to receive a full paycheck. Additionally, in most cases, it is best to affect schedule changes beginning on a Monday, to ensure previous workweeks are completed.

Consult with your Payroll Services contact to determine if you have questions or concerns regarding the application of alternate workweeks or their effects on scheduled hours.

Will this affect employees on 2-week on, 2-week off alternate workweeks?

Yes. Overtime eligible employees who currently work alternate workweek schedules that are 2 weeks on, 2 weeks off should consult with their supervisor(s) and/or [Department HR](#) staff to discuss the impact of converting to bi-weekly payroll and to determine if a schedule change is appropriate.

With semi-monthly payroll, overtime eligible, salaried employees could be scheduled in such a way that they may have more hours in one pay period and less in another, but still receive 2 equal paychecks totaling their full salaries for both pay periods. With overtime eligible employees transitioning to hourly pay under bi-weekly payroll it is important to remember that more or less hours in a pay period will directly result in more or less pay on a paycheck.

If an employee's schedule is such that the bulk of their 2 weeks of work falls in one pay period, that check will be significantly larger than the following paycheck which would contain fewer hours. In extreme examples it may be possible for the entirety of the 14-day work period to fall in one pay period resulting in one very large paycheck and followed by no check.

With 2 week on, 2 week off schedules, even more than with other types of alternate workweeks, it is important for the scheduling supervisor to be aware of the impacts of scheduling on overtime eligible employee paychecks when making scheduling decisions.

Consult with your Payroll Services contact to determine if you have questions or concerns regarding the application of alternate workweeks or their effects on scheduled hours.

If an employee is on an alternate workweek of 2 weeks/2 weeks off, how do we enter their payroll if they have no hours in the pay period?

If the employee has no time in pay status for the pay period, no time will be entered for them. When this occurs, communicate with your Payroll Services contact to ensure the employee's payroll is processed accordingly.

Contact Information

Employees who have additional questions after reviewing this document may contact:

Agency	Contact
Office of the Governor	Danielle Grunow Danielle.grunow@alaska.gov (907)465-3897
Department of – <ul style="list-style-type: none"> • Administration • Law • Revenue • Education and Early Development • Health and Social Services • Labor and Workforce Development • Commerce, Community, and Economic Development • Military and Veterans Affairs • Natural Resources • Fish and Game • Public Safety • Environmental Conservation • Corrections • Transportation and Public Facilities 	Employee Call Center employeecallcenter@alaska.gov (907) 465-3009
Legislative Branch	personnelgroup@akleg.gov (907) 465-3854
Judicial Branch	HREveryone@akcourts.us (907) 264-8242

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