

# Payroll Update Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number and End Date	<b>Pay Period 19, End Date 09/30/2007</b>
Number of Days/Hours in Pay Period	<b>10 days / 75 hrs (Div. of Finance Pay Period Days/Hrs 2007)</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
Number of Holidays	<b>None</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
<b>CUTOFF INFORMATION:</b>	<b>10/2/2007</b>
Timesheet cutoff for timesheets entered in the Division are due:	<b>For cut-off dates, please refer to the appropriate calendar for your Tech Center</b> <a href="http://dop.state.ak.us/index.php?id=1067">http://dop.state.ak.us/index.php?id=1067</a>
Timesheets input in HR office due:	<b>Same as above</b>
Time and Attendance Cutoff Date:	<b>Same as above</b>
Travel Questionnaires and Back-up	<b>Same as above</b>
Cash In Cut off Date	<b>09/30/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 9/01/2007 – 9/15/2007	<b>10/2/2007</b> *Actions need to be received by 10:00 a.m. to be processed, anything received after this date/time may not be processed in time for payroll. <b>Please send actions in as you receive them, do not "wait" until the cutoff date.</b>
<b>Warrant Information:</b>	<b>Official Payday is 10/15/2007</b>
Warrant Mail Date:	<b>10/10/2007</b>
Direct Deposit:	<b>10/11/2007</b>

## **Hot Topics:**

### **Timesheet requirements - Jury Duty**

Requests for court leave must be supported by the written notice of jury duty, the subpoena, or the statement of attendance. Documentation for all court leave must be attached to the timesheet with the leave slips for processing.

### **What are the Responsibilities of a Timesheet Collector?**

The main duties and responsibilities of the timesheet collector, in relation to the collection and transmittal of timesheets, is to review timesheets for completeness, accuracy, and ensure that they are processed timely. This includes researching and correcting errors on timesheets to ensure compliance with state or departmental policies, and union contracts, *before* submitting them to Payroll Services.

### General Guidelines

1. Collect timesheets from all employees each pay period.
2. Review timesheets for completeness and accuracy.
  - All fields are completed with correct information.
  - Carry forward hours are noted for workweeks split between pay periods.
  - The minimum workweek requirement is met for each workweek.
  - All leave is recorded in the correct columns and the hours/dates correspond to the leave slips.
  - Miscellaneous leave types are clearly defined on the leave slips.
  - All Leave slips are complete and attached to the back upper left corner of the timesheet.
  - Other supporting documentation is complete and attached behind the leave slips (i.e. travel questionnaire is complete is employee was in travel status, jury duty slips, etc).
  - Any override coding on the timesheet is correct.
  - The timesheet and attached documents are signed by the employee and supervisor, as appropriate.
  - The employee's payroll batch number should be noted on each timesheet in the appropriate field.
3. Submit to Payroll Services with Seeded Batch Report.
  - Timesheets should be in alphabetical order and clipped to the Seeded Batch Report.
  - Missing timesheets should be noted on the report.
  - New employees should be noted on the report.
  - Submitted on or before the timesheet due date each pay period.

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These are the basic guidelines/expectations, however the process may vary slightly depending on which department/division for which the timekeeper is collecting timesheets. If you have questions or need clarification about this process please discuss them with your Payroll services contact.

PARFS are also needed for acting status actions; begin acting status, end acting status and extending acting status.

## Comings and Goings

The General Group welcomes Stephanie Nelson (9/4) to their payroll team. Good bye and good luck to Erin Kelly and Liz Meiners.

## **Quote:**

“Once you know the facts you can make intelligent decisions”

~unknown

**HR Service Center FAX info:** Please call your payroll contact if you have any questions- [Contact Us](#).

**H&SS Payroll Services:** Juneau Office FAX: 465-2384 Anchorage Office FAX: 269-3598

**DOT Payroll Services:** Juneau Office FAX: 465-2019 Anchorage Office FAX: 269-0497

**General Agencies Payroll Services, Juneau:** FAX: 465-1888 or 465-2475

**Public Protection Payroll Services, Juneau:** FAX: 465-2202 or 465-3381

**Resources Payroll Services, Juneau:** FAX: 465-4825 or 465-5511

**Employee Call Center: (907) 465-3009**

## **Useful websites:**

Division of Finance

<http://fin.admin.state.ak.us/dof/payroll/index.jsp>

Retirement & Benefits

<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/drb/dcp/dcp.shtml>

GGU Health Trust

<http://www.aseahealth.org/>

LTC Local 71 Trust

<http://www.local71.com/benefits/index.htm>

**Current forms** - Division of Personnel web site - <http://dop.state.ak.us>, Quick Links, [HR Forms](#).