

# 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 22, End Date 11/15/2007</b>
Number of Days/Hours in Pay Period	<b>11days (10 + Hol) / 82.5 hrs (75 + 7.5 H) (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>Veterans' Day - 11/12/07</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>	
Timesheet cutoff for timesheets entered in the Division are due:	<b>For cut-off dates, please refer to the appropriate calendar for your HR 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>
Reminder	<b>DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from <b>11/1/2007 – 11/15/2007</b>	<b>11/19/2007</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 11/30/2007</b>
Warrant Mail Date:	<b>11/27/2007</b>
Direct Deposit:	<b>11/28/2007</b>

## **Hot Topics:**

**Mandatory Leave** – Mandatory Leave notifications have been sent out. Make sure to get your leave scheduled to use before December 15<sup>th</sup>, 2007.

**Outstanding Moving, Mileage & Per Diem:** Year-end is quickly approaching! Please ensure all outstanding transactions are submitted to process in time for final year-end reporting.

**Travel Status/Compensable Time** – The Technical Services Website has a link under the Quick Links section which provided information on Travel Time. Please review this link and the information if you are curious or interested in the State of Alaska's policy for what is compensable time.

The Division of Personnel's Standard Operating Procedure, *Travel as Time Worked*, sets the policy for compensating overtime eligible employees in travel status. Overtime eligible employees must be paid in compliance with the Fair Labor Standards Act (FLSA), except where a collective bargaining agreement provides a greater benefit. According to the FLSA, *only certain travel time is compensable. ....*

## **Comings and Goings**

Resources Team – Chris Cummins accepted a position with the Classification section; Emy Abad has accepted his position in payroll.

DOT Team – Melanie Munro and Christina Gillenwater have joined payroll.

General Team – Aaron Gelston has joined the Mgmt Services staff and Rose Folley has joined payroll.

**Good Luck to those leaving and welcome to those joining us – Congratulations everyone!!**

**Quote:** I have failed many times, and that's why I am a success ~Michael Jordan

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

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

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

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

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

**Resources Payroll, 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.](#)