

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 24, End Date 12/15/2007
Number of Days/Hours in Pay Period	10days / 75 hrs (Div. of Finance Pay Period Days/Hrs 2007) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	None http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
CUTOFF INFORMATION:	
Timesheet cutoff for timesheets entered in the Division are due:	For cut-off dates, please refer to the appropriate calendar for your HR Center http://dop.state.ak.us/index.php?id=1067
Timesheets input in HR office due:	Same as above
Time and Attendance Cutoff Date:	Same as above
Travel Questionnaires and Back-up	Same as above
Reminder	DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 12/1/2007 – 12/15/2007	12/18/2007 *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. Please send actions in as you receive them, do not "wait" until the cutoff date.
Warrant Information:	Official Payday is 12/31/2007
Warrant Mail Date:	12/26/2007
Direct Deposit:	12/27/2007

Happy Holidays!

Hot Topics:

Outstanding Moving, Mileage & Per Diem: This is the last pay period to "clean up" an outstanding taxable reporting. Please ensure all outstanding transactions are submitted to process in time for final year-end reporting.

Comings and Goings

DOT Team – Michell Hughes has joined the Marine payroll team.

H&SS Team – Briana Ogden has returned to the H&SS payroll team. She replaces Melissa Hurley; Melissa accepted a promotion to a training position within DOP.

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

Quote: ~ "Don't just sit there, do something!"

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/dr/b/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/dr/b/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](#).