

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 01, End Date 12/31/2007
Number of Days/Hours in Pay Period	11days (10 + Hol) / 82.5 hrs (75 + 7.5 H) (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 1/1/2008 – 1/15/2008	1/3/2008 *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 1/15/2008
Warrant Mail Date:	1/10/2008
Direct Deposit:	1/11/2008

Hot Topics:

Happy New Year!

It's a new payroll year! 2008 payroll calendars have been posted on our website:

<http://dop.state.ak.us/website/index.cfm?fuseaction=serviceCenters.timekeeperSchedule>

12/24/07 Early Release Information: Timesheet examples and an FAQ document are both posted on our home page under Quick Links to assist employees with how to correctly complete their timesheet to document the 12/24/07 Early Release by Governor Palin. If you have any questions, please contact your HR Service Center.

<http://dop.state.ak.us/website/>

Quote: *When the grass looks greener on the other side of the fence, it may be that they take better care of it there. ~ Cecil Selig*

HR Service Center FAX info: Please call your payroll contact if you have any questions.

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.shtm>
 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](#).