

# 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 02, End Date 1/15/2008</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 2008)</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>1 – New Year’s Day</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>1/1/2008 – 1/15/2008</b>	<b>1/18/2008</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 1/31/2008</b>
Warrant Mail Date:	<b>1/28/2008</b>
Direct Deposit:	<b>1/29/2008</b>

**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/drbr/home.htm>

Deferred Comp Plan <http://www.state.ak.us/drbr/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](#).