

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 03, End Date 1/31/2008
Number of Days/Hours in Pay Period	12days (11 + Hol) / 90 hrs (82.5 + 7.5 H) (Div. of Finance Pay Per. Days/Hrs 2008) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 – Martin Luther King Jr.'s Day 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 1/16/2008 – 1/31/2008	2/4/2008 *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 2/15/2008
Warrant Mail Date:	2/11/2008
Direct Deposit:	2/12/2008

Hot Topics:

2007 W-2s were mailed out last week. If you haven't received your W-2 by the end of the first week in February, please contact the Employee Call Center for assistance, 465-3009.

Are you detail-oriented and like working with numbers? Do you like timesheet entry and working in AKPAY? Are you interested in working in Payroll? The Division of Personnel & Labor Relations is always looking for enthusiastic people who excel working in a fast-paced environment and who want to learn more about personnel and payroll. For more information regarding positions in Personnel, please review the Human Resource recruitment bulletins posted on Workplace Alaska.

Comings and Goings

Resources Team – Emy Abad has left Payroll and now works in the DOP EPIC section. Helen Warman has left Payroll and has joined the DOP Special Recruitment. Clarabelle Abad and Debbie Pound have joined our team. DOT Team – Lori Day has accepted the position as the Payroll Supervisor for shoreside employees. Public Protection – Rachel White's last day was 1/29/08, although she will continue to work in a nonpermanent position while she pursues other opportunities. Debbie Pound has transferred to the Resources Team.

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

Quote: Confidence is preparation. Everything else is beyond your control. ~ Richard Kline

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.](#)