

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 06, End Date 03/15/2008
Number of Days/Hours in Pay Period	10 days / 75.0 hrs (Div. of Finance Pay Per. Days/Hrs 2008) 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:	
Time and Attendance Cutoff Dates:	Please refer to the appropriate calendar for your HR Service Center http://dop.state.ak.us/index.php?id=1067
Reminder	Please send actions in as you receive them, do not "wait" until cutoff.
Reminder	DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS
Personnel Action Cut off Date for Actions effective 3/1 – 3/15/08	3/18/2008 *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.
Official Payday:	3/31/2008
Warrant Mail Date:	3/27/2008
Direct Deposit:	3/28/2008

Hot Topics:

Requests for Duplicate W-2: Duplicate W-2s may be requested through the Employee Call Center 465-3009. Please refer employees to this number should they need assistance.

Employees who need to update mailing addresses should complete an Address Change Authorization form and submit to their HR Service Center. This form can be found on the HR Forms link provided below.

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their pay and employment. The Employee Call Center phone number is (907) 465-3009.

Comings and Goings

Resources – Joe Reeves has accepted another job with Health & Social Services. He will be missed – Congratulations Joe!

Quote: “Everybody ought to do at least two things each day that he hates to do, just for practice.”
~. William James

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.](#)