

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 11, End Date 05/31/08
Number of Days/Hours in Pay Period	11 days (10 + Hol) / 82.5 hrs (75 + 7.5 Hol) (Div. of Finance Pay Per. Days/Hrs) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1: Memorial Day May 23, 2008 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 5/16-5/31	6/3/08 *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:	6/13/08
Warrant Mail Date:	6/10/08
Direct Deposit:	6/11/08

Hot Topics:

To ensure new employees are receiving the most up-to-date information and HR forms, all supervisors and hiring managers should be accessing new hire packets through the Division of Personnel web page as noted below.

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

Comings and Goings

Resources Team – Donna Goutermont joined the group on 4/28/08 and is a HR Tech II supporting Commercial Fisheries Payroll. Kelly Gohl transferred over from the Classification section to take the HR Tech II supporting Sportfish Payroll on 5/9/08. Lindsey Hanna accepted the seasonal HR Tech I working with EFF payroll on 5/19/08. Nena Long was promoted into the HR Tech III that supports Fish and Game on 4/22/08. Congratulations Nena and welcome Donna, Kelly, and Lindsey!

General Team – Michelle Vuille promoted into the HR Tech II that supports Administration on 5/1/08; Welcome Michelle!

DOT Shoreside – Amy Oyloe was promoted on 4/16/08 into the vacant HR Tech II position in the Shoreside unit. Erlinda Padura has accepted a promotion into the HR Tech I position.

DOT Marine Highways – Don Wright joined the AMHS unit on 4/29/08 and will be servicing IBU employees. Congratulations Amy and Erlinda and welcome Don!

Quote: "Every day may not be good, but there's something good in every day". Author Unknown

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/home.htm>

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