

# 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 14 End Date 07/15/08</b>
Number of Days/Hours in Pay Period	<b>11 days (10 + Hol) / 82.5 hrs total (Div. of Finance Pay Per. Days/Hrs)</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 - July 4<sup>th</sup>, 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>
<b>CUTOFF INFORMATION:</b>	
<b>Time and Attendance Cutoff Dates:</b>	<b>Please refer to the appropriate calendar for your HR Service Center</b> <a href="http://dop.state.ak.us/index.php?id=1067">http://dop.state.ak.us/index.php?id=1067</a>
<b>Reminder</b>	<b>Please send actions in as you receive them, do not "wait" until cutoff.</b>
<b>Reminder</b>	<b>DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS</b>
<b>Personnel Action Cut off Date</b> for Actions effective 7/1 – 7/15	<b>7/17/08</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>Official Payday:</b>	<b>7/31/08</b>
<b>Warrant Mail Date:</b>	<b>7/25/08</b>
<b>Direct Deposit:</b>	<b>7/28/08</b>

## 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.

**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, [Human Resource Forms](#).