

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 18 End Date 09/15/08
Number of Days/Hours in Pay Period	11 days (10 + Hol) / 82.5 (75 + 7.5 Hol) hrs total (Div. of Finance Pay Per. Days/Hrs) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 – Labor Day 9/1/08 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/serviceCenters/timekeeperSchedule
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 9/1 – 9/15	9/17/08 *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:	9/30/08
Warrant Mail Date:	9/25/08
Direct Deposit:	9/26/08

Hot Topics:

How can a new employee get their email setup faster? Email accounts are setup with the appointment action in AKPAY, the sooner HR payroll has the complete hire packet for an employee - the sooner the email account can be established. Timely submittal of hiring paperwork from hiring managers/administrative staff is a critical piece for starting the email account creation process.

Contact Update by Service Center

GENERAL AGENCIES

Payroll Supervisor – Melissa Hurley 465-2787
HRT III: Admin, Education, Commerce – Morgan Carter 465-2776
HRT III: Labor, Law, Revenue – Stephanie Cave 465-5007
Admin – Anvalara Pearce 465-2432
Admin – Deborah Evans 465-2342
Commerce – Mathew Alex 465-6018
Education – Krista Skannes 465-5997
Labor – Ampy Cruz 465-2769
Labor – Marylyn Peralta 465-5976
Law – Jon Malacas 465-2398
Revenue – Paul Nakachi 465-6020

H&SS

Payroll Supervisor – Miki Cole 465-3972
HRT III: Karen Smith 465-3890
Janelle Earls 465-1688
Molly Zerbach 465-1636

H&SS Anchorage

HRT III: Lee McFarland 269-7808
Alberta Lippitt 269-7807 (Juvenile Justice, Public Assistance-06451, 06457, Senior & Disability Services)
Brandy Glaudo 269-7811 (Public Assistance-other, Children’s Services-06350)
Cindy Patino 269-7805 (Public Health, Children’s Services-06351)
Cynthia Harrington 269-7828 (Behavioral Health, Health Care Services)

PUBLIC PROTECTION

Payroll Supervisor – Monica Burke 465-3300
HRT III: Corrections – Mike Rader 465-3324
HRT III: Public Safety, DMVA – Debbie Pound 465-1334
Corrections - Chris Broussard 465-6019
Corrections - Dennis Berkeley 465-3318
Corrections – Gina Brockman 465-3418

Payroll Update Newsletter

Corrections - Mona Sanneman 465-3243
Public Safety - Amelia Ludeman 465-3323
Public Safety - Marty Husby 465-1853
DMVA - Verdi Brogdon 465-4675

RESOURCES

Payroll Supervisor - Deanna Lewis 465-6173
HRT III: Fish & Game - Nena Long 465-4121
HRT III: DNR, DEC - Janice Stevenson 465-4142
DEC - Henriatha Rotola 465-6737
DNR - Kristine Moore 465-6170
DNR - Tamara Criddle 465-6266
F&G - Chan Donner 465-8575
F&G - Clarabelle Abad 465-6172
F&G - Arlene Lumbab 465-6169
F&G - Kelly Gohl 465-4124
DNR - Debbie Pound 465-8289
DNR - Tiara Hauf 465-4122
EFF - Josh Carter 465-5741

DOT/PF

Shoreside Payroll Supervisor - Lori Day 465-8846
Amy Oylo 465-4045
Melanie Munro 465-5310
Michell Hughes 465-1476

Anchorage

HRT III: Faye Parker 269-0501
Cynthia Keyes 269-0496
Michael Buck 269-0504
Shawna Crews 269-0576

Marine Payroll

Supervisor - Shanna Burns 465-8845
HRT III: Elias Barger 465-8995
Briana Ogden 465-4042
Danielle Arreola 465-8841
Jay Ribao 465-1751
Karen Morgan 465-1750
Kirk Thorsteinson 465-8997

Quote: *"Progress comes from people who are not satisfied with where they are"*

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](#).