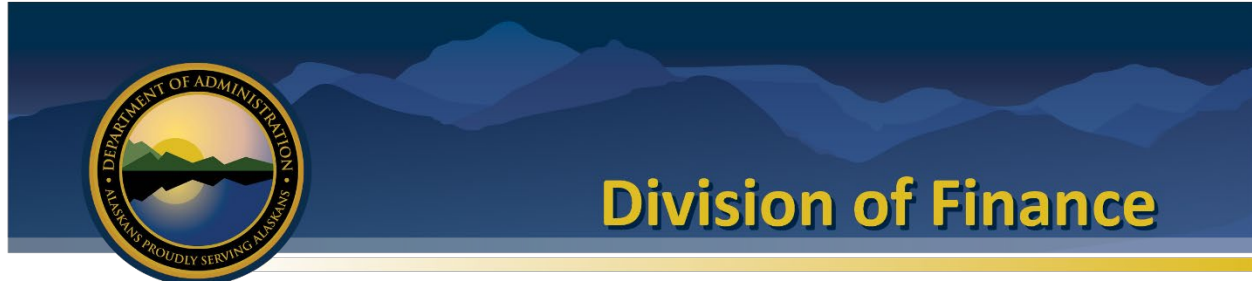


This message is being sent to all active State of Alaska (SOA) employees.

Subject: [Information] Updated Timesheet Form Required



Greetings,

An updated Timesheet Form has been published for use by all Executive Branch Employees except for DOT&PF AMHS Vessel Employees. This revised form includes new pay event codes required to comply with Public Law 119-21 (the One Big Beautiful Bill Act). Under this federal law, a new tax deduction for eligible overtime earnings is available through 2028. To ensure accurate reporting, the State will implement updated procedures for recording overtime and premium pay. Additional guidance on how to properly report these pay types will be provided soon.

- [Timesheet](#) [XLSX]- Updated 12/19/2025 for the **Pay Period Beginning 12/22/2025** (All Except ACOA) AND **12/18/2025** (ACOA Only)

The State of Alaska cannot provide tax advice. Employees with questions about their individual tax situation should seek guidance from a qualified tax professional.

Agencies that use an alternative timesheet template instead of the DOA-issued timesheet are responsible for ensuring their template includes all required elements, including the new event codes. A list of Pay Event Codes is included in the [Timesheet](#) as a reference for those agencies who use an alternative timesheet template. The DOA template should be used as a reference to ensure compliance. Timesheet templates must be up to date, beginning with the pay period ending 01/04/2026, and 12/31/2025 for ACOA employees.

Thank you for your attention to this update. Please direct your questions to the [Employee Call Center](#).

Respectfully,

The Division of Finance Payroll Services Team