

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



Greetings,

Updated materials have been published on the [Overtime Reporting webpage](#). Updates include: PowerPoint Presentation – Leave Accruals in TIMEI, TADI, TIMEG. The same information is also available in PDF format.

These learning materials will cover instruction for earning compensatory time, flex time earnings, and floating holidays. To coincide with this information, the earnings codes are now live and available for use with pay period ending 03/01/2026 and 02/25/2026 (ACOA – BIWK4).

Timesheet Pay Event Codes			
PAY CODE	LONG DESCRIPTION	SHORT DESCRIPTION	
944	FLEX TIME EARNED/ADJUSTMENT	ADJ FLEX TIME	
CMPN	HOURS OF FLSA NONQUALIFIED OT TO CONVERT TO COMP TIME	COMP OT N HRS	
CMPQ	HOURS OF FLSA QUALIFIED OT TO CONVERT TO COMP TIME	COMP OT Q HRS	
CMPST	HOURS OF ADDITIONAL ST TO CONVERT TO COMP TIME	COMP ST HRS	
FH	FLOATING HOLIDAY HOURS WORKED	FLT HOL HRS WRK	

Beginning with Pay Period 06 (03/02/2026 – 03/15/2026 and 02/26/2026 – 03/11/2026), employees must utilize the new qualifying compensatory time, flex earnings, and floating holiday, and leave accrual codes. **All departments' timesheets must be updated to reflect the new earnings codes provided below.**

The most up-to-date timesheet will have dates located in the footer that should read: (Effective 12/18/2025 | Form Revised 02/25/2026). Additionally, please note that the updated timesheet will no longer have pop-up text when the user clicks Comp Time:

Alt. Workweek:

Overtime Eligible:

Comp Time:

Payroll Schedule: BIWK1

Below are comparisons of the outdated timesheet (first image) and the new revised one that should now be utilized (second image):

For all questions, please refer to your collective bargaining agreement or contact the [Employee Call Center](#).

Respectfully,
Division of Finance Payroll Team