

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 18, End Date 09/15/2007
Number of Days/Hours in Pay Period	10 days (9 + Holiday) / 75 hrs (67.5 + 7.5 Hol) (Div. of Finance Pay Period Days/Hrs 2007) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 – Labor Day http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
CUTOFF INFORMATION:	9/17/2007
Timesheet cutoff for timesheets entered in the Division are due:	For cut-off dates, please refer to the appropriate calendar for your Tech Center http://dop.state.ak.us/index.php?id=1067
Timesheets input in HR office due:	Same as above
Time and Attendance Cutoff Date:	Same as above
Travel Questionnaires and Back-up	Same as above
Cash In Cut off Date	9/18/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 9/01/2007 – 9/15/2007	9/18/2007 *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. Please send actions in as you receive them, do not “wait” until the cutoff date.
Warrant Information:	Official Payday is 9/28/2007
Warrant Mail Date:	9/25/2007
Direct Deposit:	9/26/2007

Hot Topics:

Holiday Reminders for timekeepers for the Holiday this pay period: All hours worked on a holiday for GGU, SU, and LTC overtime/leave eligible employee should be coded to the 249 code in the employee's payroll batch.

How are holidays for a part-time employee calculated? For employees who are working a regular schedule, the number of prorated holiday hours is calculated by dividing the number of regular scheduled hours for the workweek by five (the number of days in a normal workweek) and rounding the result to the nearest two digits. For additional information and more examples for part-time employees refer to section **290.050** of the Alaska Administrative Manual http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/290.pdf. The Alaska Administrative Manual is posted on the Division of Finance website.

Quote:

“Every thought is a seed. If you plant crab apples, don’t count on harvesting Golden Delicious.” – Bill Meyer

HR Service Center FAX info: Please call your payroll contact if you have any questions- [Contact Us.](#)
H&SS Payroll Services: Juneau Office FAX: 465-2384 Anchorage Office FAX: 269-3598
DOT Payroll Services: Juneau Office FAX: 465-2019 Anchorage Office FAX: 269-0497
General Agencies Payroll Services, Juneau: FAX: 465-1888 or 465-2475
Public Protection Payroll Services, Juneau: FAX: 465-2202 or 465-3381
Resources Payroll Services, 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, [HR Forms](#).