

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 21, End Date 10/31/2007
Number of Days/Hours in Pay Period	12 days (11 + Hol) / 90 hrs (82.5 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2007) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	None http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
CUTOFF INFORMATION:	
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
Reminder	DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 10/16/2007 – 10/31/2007	11/02/2007 *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 11/15/2007
Warrant Mail Date:	11/09/2007
Direct Deposit:	11/13/2007

Hot Topics:

Are you detail-oriented and like working with numbers? Do you like timesheet entry and working in AKPAY? Are you interested in working in Payroll? Division of Personnel is always looking for enthusiastic people who excel working in a fast-paced environment and who want to learn more about personnel and payroll. For more information regarding positions in Payroll Services please review the Human Resource recruitment bulletins posted on Workplace Alaska.

Mandatory Leave – Mandatory Leave notifications have been sent out. Make sure to get your leave scheduled to use before December 15th, 2007

Outstanding Moving, Mileage & Per Diem: Year-end is quickly approaching! Please ensure all outstanding transactions are submitted to process in time for final year-end reporting.

Comings and Goings

Resources Team - Stacie Bentley has accepted the position as the New Human Resource Manager and Peggy Hart has accepted the position as Assistant HRM, replacing Worth Barthel.

General Team - Worth Barthel has accepted the position as Assistant HRM. Kathleen Lyden is the new HRT III, replacing Krista Skannes. Marylyn Peralta and Anvalara Pearce have accepted positions as HRT IIs.

DOT - Brittany Patske will be leaving the Juneau DOT payroll team and has accepted a position with Anchorage Management Services.

Good Luck to those leaving and welcome to those joining us – Congratulations everyone!!

Quote: If you wish for a thing and do not get it; try working for it. ~unknown

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
Retirement & Benefits

<http://fin.admin.state.ak.us/dof/payroll/index.jsp>

<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>

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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](#).