

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 05, End Date 2/29/2008
Number of Days/Hours in Pay Period	10 days (9 + 1 Hol) / 75.0 hrs (67.5 + 7.5 H) (Div. of Finance Pay Per. Days/Hrs 2008) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1: President's Day 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 HR 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 2/16/08 – 2/29/08	3/4/2008 *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 3/15/2008
Warrant Mail Date:	3/11/2008
Direct Deposit:	3/12/2008

Hot Topics:

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

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.

Comings and Goings

H&SS – Briana Ogden has transferred to the DOT AMHS team and Brandy Glaudo came on board from H&SS DPA to take on the challenge of HR/Payroll.

DOT Team – Briana Ogden transferred into the AMHS 2/19/08.

Public Protection – Monica Robertson took over State Trooper HR/Payroll on 2/20/08.

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

Quote: Attitudes are contagious. Is yours worth catching? ~ Author Unknown

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/dr/b/home.htm>

Deferred Comp Plan <http://www.state.ak.us/dr/b/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](#).