

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 07, End Date 03/31/2008
Number of Days/Hours in Pay Period	11 days (10 + H) / 82.5 hrs (75 + 7.5 H) (Div. of Finance Pay Per. Days/Hrs) 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:	
Time and Attendance Cutoff Dates:	Please refer to the appropriate calendar for your HR Service Center http://dop.state.ak.us/index.php?id=1067
Reminder	Please send actions in as you receive them, do not "wait" until cutoff.
Reminder	DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS
Personnel Action Cut off Date for Actions effective 3/16 – 3/31/08	4/02/2008 *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.
Official Payday:	4/15/2008
Warrant Mail Date:	4/10/2008
Direct Deposit:	4/11/2008

Hot Topics:

April 15th – Tax Day – is approaching fast! Don't forget to do your taxes! If needed, duplicate W-2s can be requested through the Employee Call Center 465-3009. Please refer employees to this number should they need assistance.

Family Leave and Timesheets! Family leave should be documented on the leave slip, not the timesheet. This is for the purposes of confidentiality of medical information.

To ensure new employees are receiving the most up-to-date information and HR forms, all supervisors and hiring managers should be accessing new hire packets through the Division of Personnel web page as noted below.

Comings and Goings

DOT Team and General Agencies – Christina Gillenwater will be making the jump from DOT Shoreside to the General Agencies group on 4/1.

Public Protection – Christine Broussard joined the group on 3/10 and will be doing Corrections payroll.

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

Quote: "The darkest hour has only sixty minutes." ~ Morris Mandel

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/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](#).