

Payroll Update Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 15 End Date 07/31/08
Number of Days/Hours in Pay Period	12 days / 90 hrs total (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 7/16 – 7/31	8/04/08 *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:	8/15/08
Warrant Mail Date:	8/11/08
Direct Deposit:	8/12/08

Hot Topics:

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.

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, [Human Resource Forms](#).