

Section Number: 20-11

Effective Date: January 1, 2012

Subject: Timesheet, Leave Reporting and Pay Problems

Purpose: To provide supervisors guidance reviewing timesheets to ensure accuracy, completing necessary forms, and handling pay problems when encountered.

TIMESHEET

An electronic version of the standard timesheet approved by Department of Administration is available to all DPA employees. The elements in the form are mandatory in order to comply with requirements of Alaska Statutes, bargaining unit contracts, Personnel Rules, federal regulations, and the Fair Labor Standards Act. The list of specific requirements is included in the Alaska Administrative Manual (AAM) and in the Division of Personnel's Statewide Policy and Procedure. Both the AAM and DOP's policies and procedures may be found online:

- Alaska Administrative Manual:
http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/260.pdf
- DOP Policy & Procedure:
<http://doa.alaska.gov/dop/ppdb/db/40000/dir43000pol.pdf>

Additional Q&A information about timesheet standards may be found under this link:

- http://doa.alaska.gov/dop/fileadmin/Statewide_Planning_Research/pdf/FY05Issu e16Attachment1.pdf

LEAVE REQUEST/REPORT FORM

Personal, annual, or sick leave reported on the timesheet must also be reported on the State of Alaska Leave Request/Report form. Information about leave accounting is available online at:

http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/280.pdf

PAYROLL DIRECT DEPOSIT FORM

DPA employees may choose to have their pay direct deposited to their bank account. To sign up for direct deposit, employees must complete the Payroll Direct Deposit Form (00-009 DDP Form) and submit the completed form to Human Resources for processing. A link to the form is available at:

<http://fin.admin.state.ak.us/dof/payroll/resource/deposit.pdf>

EMPLOYEE NOTICE OF PAY PROBLEM FORM (02-091)

If employees encounter problems with their warrant or pay, the employee must complete the form which may be found on this site:

<http://doa.alaska.gov/dop/fileadmin/LaborRelations/pdf/payProblem.pdf>.

The form may be completed online and printed for submission. Once the form is completed, print the form and send to DPA's HR/Payroll contact. The current list may be found online at:

<http://doa.alaska.gov/dop/fileadmin/HSS/hssStaffAssignments.pdf>

FLEX TIME PLAN

Employees who are in the Supervisory Bargaining Unit and employees who are GGU overtime-ineligible will be provided flex time credits if and they worked a workweek in excess of 45 hours. Additional information about flex time credits is available in the link/forms below:

- GGU Overtime-Ineligible Employees:

Section 22.02(F)

<http://doa.alaska.gov/dop/fileadmin/LaborRelations/pdf/contracts/ASEA2010-2013Contract.pdf>

GGU Flexible Time Agreement Form

<http://doa.alaska.gov/dop/fileadmin/HRForms/pdf/gguFlexTime.pdf>

- Supervisory Bargaining Unit Employees:

Section 25.11 Flexible Time Plan

http://su.apea-aft.org/Contract/SU_2010-2013_FINAL1.pdf

SU Flexible Time Agreement Form

<http://doa.alaska.gov/dop/fileadmin/HRForms/pdf/suFlexTime.pdf>