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# **Payroll**

## **Human Resources**

*Anchorage: Performance. Value. Results*

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### **Mission**

To accurately process, record, and report all payroll activity for the Municipality of Anchorage.

### **Core Services**

- Pay related inquiries, PeopleSoft support, direct deposits, W-2's, W-4's, garnishments, parking permits, union dues, retro payments and pay corrections.
- Timecard related inquiries, SAP timekeeping helpdesk, SAP training, leave donation, and leave administration.
- Payroll audits, leave audits, audit research, pay corrections, and retro payments.

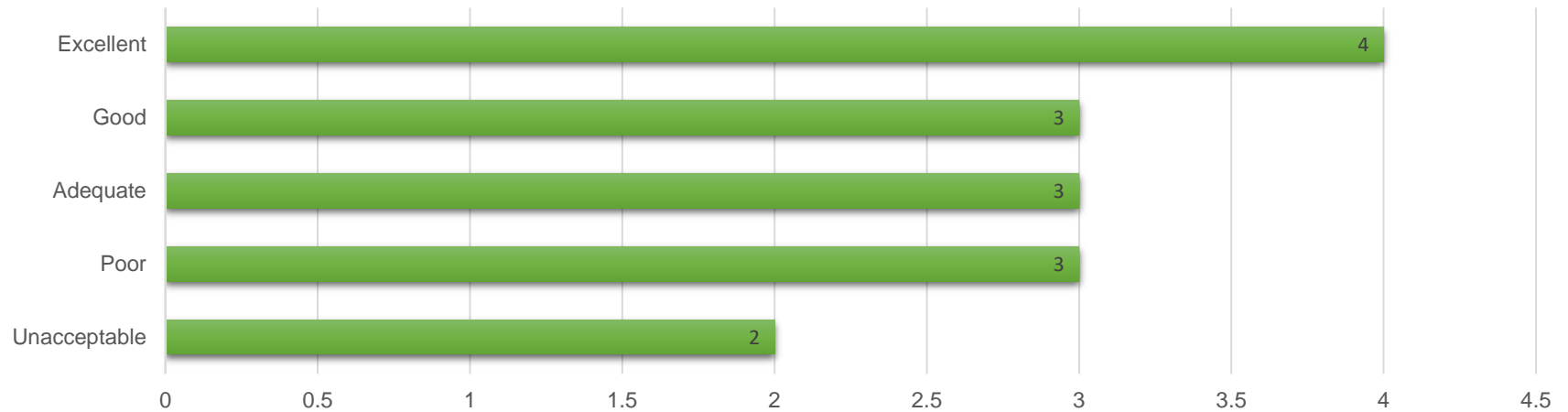
### **Accomplishment Goals**

- Provide tools and information necessary to maintain consistent and effective processes.
- Incorporate all pertinent payroll information into our Intranet site.
- Make necessary documents readily available and easily retrievable.

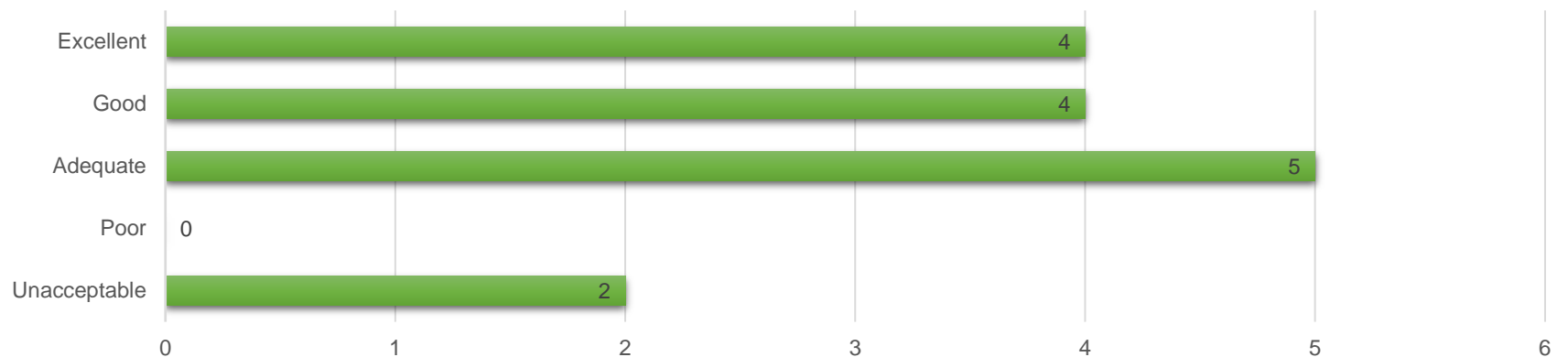
### **Performance Measures**

Progress in achieving goals will be measured by:

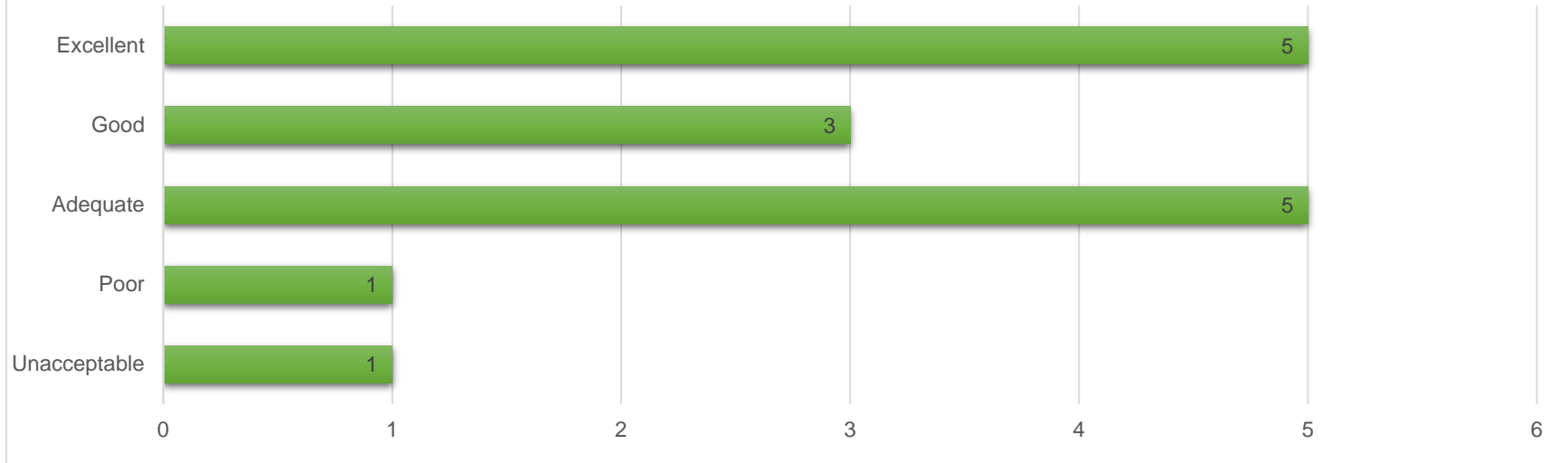
**1. Rate how clearly the Payroll Team communicates directions and timelines for the payroll process.**



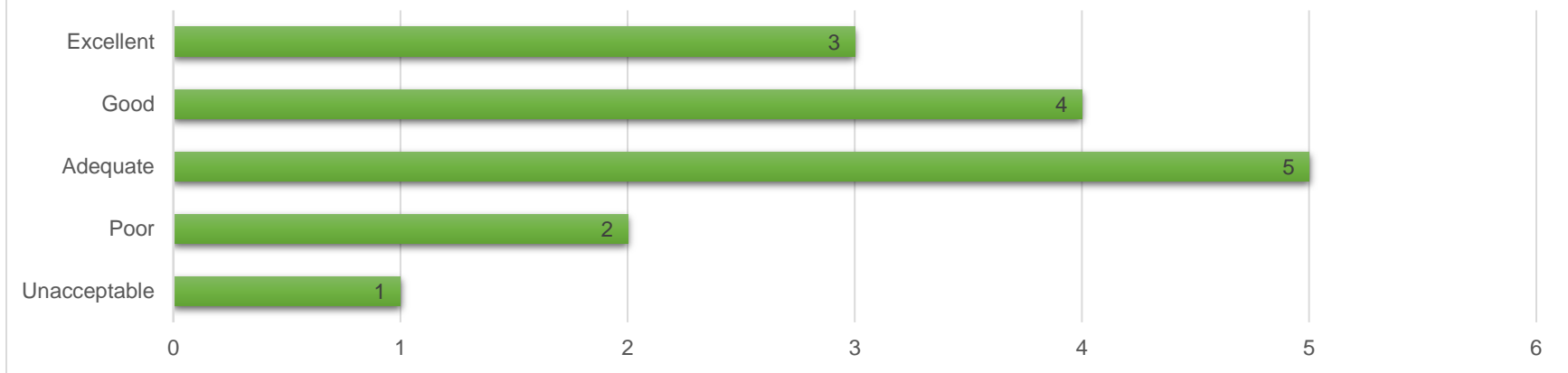
**2. Rate the effectiveness of the Payroll information on Muniverse.**



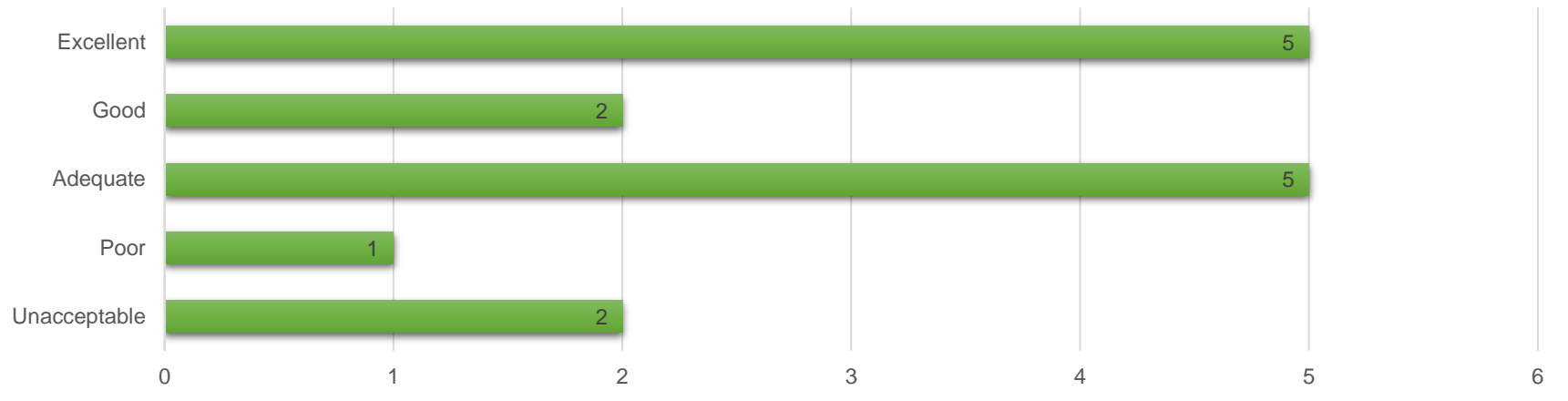
**3. Rate how clearly the Time Management Team communicates directions and timelines for the timecard processing.**



**4. Rate the effectiveness of the time management process on Muniverse.**



## 5. Rate how timely the Time Management Team responds



### PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

