
Office of Information Technology

Payroll

Anchorage: Performance. Value. Results

Mission

Central Payroll Department is a dedicated team of professionals committed to processing and paying our employees on-time and accurately, providing our employees with excellence in customer service, and supporting the Municipality of Anchorage efforts to achieve its mission

Core Services

- Issue Payroll payments
- Respond to timecard and pay related inquiries
- New employee timecard and payroll related training
- Payroll deductions, such as direct deposits, W2's W-4's, garnishments, parking permits, union dues.
- Leave donations and leave administration.
- Payroll Audits, leave audits, audit research
- Pay corrections and retro payments.
- Monthly, Quarterly and Annual Governmental reporting

Accomplished Goals

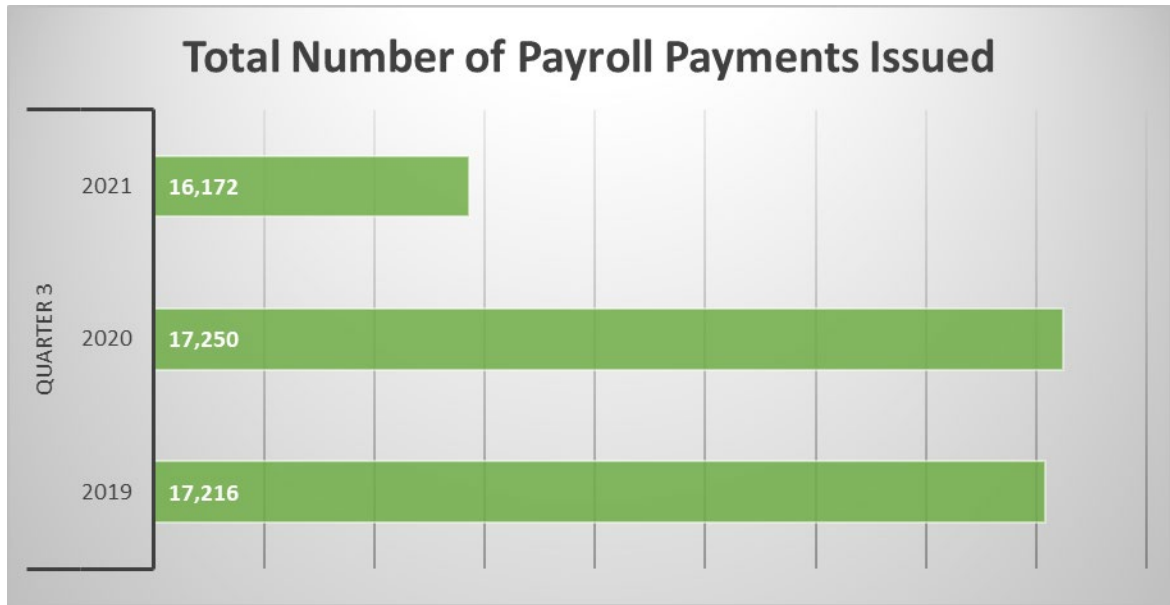
- Continue to provide the tools and information necessary to maintain consistent and effective processes.
- Created/Updated Payroll related reports such as the annual W2-W3 reconciliation reporting.
- Created/Updated employee time statement or timecard in ESS to create a better experience when reviewing, editing, or coding out worked hours.
- Created/Updated training material.
- Successfully resolved known break fixes in SAP, while reducing a considerable number of manual work arounds for processes that were not designed or poorly designed during SAP implementation. From the beginning of 2021 to date, there are no pay corrections linked to using SAP.

Performance Measures

Progress in achieving goals will be measured by:

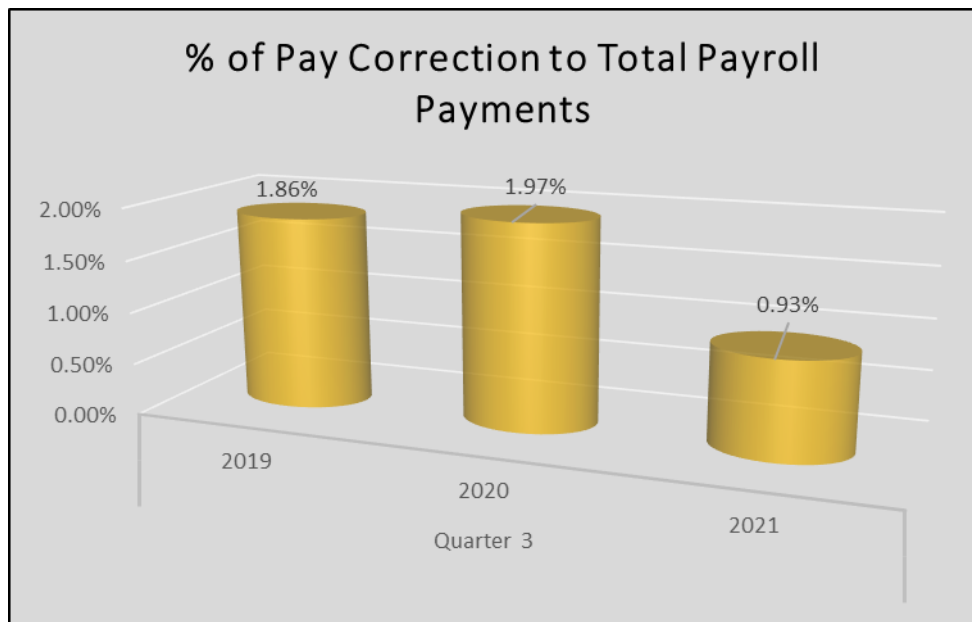
Measure #1: Number of Payroll Payments made to Municipal Employees

- The Municipality of Anchorage maintained an average of 2646 employees during the third quarter of 2021.
- There were 6 on-cycle pay periods during the quarter, not including any off-cycle checks.
 - Off Cycles are usually for employees who are separating from the Municipality of Anchorage. Off cycle checks are processed twice a week as needed.
- Please note the drop in the number of payroll payments processed in 2021 is due to the sale of MLP.

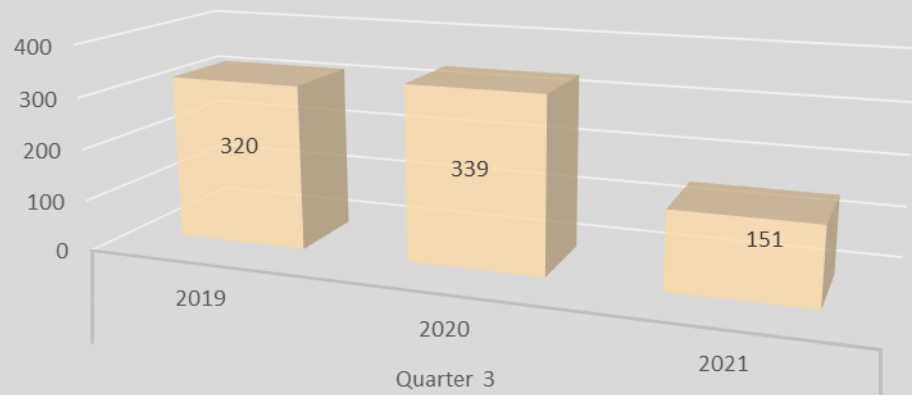


Measure #2: Errors in Pay

When an error in pay occurs a pay correction form is submitted to Central Payroll. The graph below shows the percentage of pay corrections received in relation to the total number of payroll payments made. As you can see the number of pay corrections from third quarter 2019 compared to third quarter 2021 has decreased by 169 or 0.93%.



Total Number of Pay Corrections Received in the Quarter



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.

