

a contractor's use of this system.

**What happens if I don't use this system?** There are no fines or penalties for not using this system, however our normal processing time can take up to 10 days to initially process a Notice of Work and up to 30 days to process a Notice of Completion. This system will eliminate this waiting process in most cases.

**What is bulk upload?** A 'bulk' upload is a way of uploading your company's certified payroll data files containing the payroll information about your employees. To enhance your company's ability to submit certified payroll in the bulk format, your certified payroll accounting program may require some conversion. Please visit (<https://mytest2.state.ak.us/certpay/BulkUploadTest.aspx>) to view an example of a bulk upload formatted file.

**My business already uses Master Builders software; will the bulk upload system allow me to submit payrolls using Master Builders?** There are several certified payroll programs that are ready to upload directly to this system. The specifications for this system are available online and any certified payroll software manufacturer can view the file and make the needed changes that would allow their software to be compatible with this system. The State encourages all contractors to make their certified payroll manufacturers and programmers aware of this new system. The changes needed to make any existing payroll program compatible are very small.

**Can anyone use this system, I'm a sub-contractor?** Any contractor performing work on a public construction project can access and use this system.

**How long does it take to submit paper-work through this system?** The answer depends on your activities within the system. Entering information into this system takes no more time than sitting at a desk and completing a Notice of Work or a certified payroll. With the data recognition features built into this system, time spent entering some information can now be cut in half. As example, at the completion of a project you will find that the Notice of Completion form is partially completed with the project information extracted from the Notice of Work.

**What happens if I need to quit in the middle of my work when I am entering data into the on-line certified payroll system? Will the work be saved in my-Alaska for editing at a later date/time?** Any records that have been saved and have no errors will be saved for the next time you visit. Simply ensure that your screen shows no errors and that you have clicked 'Save Employee Payroll' on the 'Payroll' page and that the current employee is saved on the 'Demographics' page and close your web browser.

**Who do I contact if I have a problem entering my CPs into the new online system?** You can call the Wage and Hour office that is within the project region or send an email to:

Anchorage: 907-269-4900  
[statewide.wagehour@alaska.gov](mailto:statewide.wagehour@alaska.gov)

Juneau: 907-465-4842  
[statewide.wagehour@alaska.gov](mailto:statewide.wagehour@alaska.gov)

Fairbanks: 907-451-2886  
[statewide.wagehour@alaska.gov](mailto:statewide.wagehour@alaska.gov)

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



# Alaska

## Online Payroll Filing System

### An overview and FAQs

Welcome to the Department of Labor and Workforce Development Online Payroll Filing System. This is a joint venture with the Department of Transportation and Public Facilities.

This system has been designed to assist contract awarding agencies and contractors to achieve and maintain compliance with Alaska's resident hire and prevailing wage laws.

This system is web-based and can be accessed via the internet allowing unlimited availability. This is another step in Alaska's advancement towards providing the electronic business tools needed to be competitive in today's economic environment.

This pamphlet is designed to provide a small overview of the program, with a Q & A section of the most commonly asked questions.

The online system can be accessed through the myAlaska portal (<https://myalaska.state.ak.us/home/app>) after signing on with a user name and Password. The system can be found under "LSS-Online Filing Services"



Users of the system will experience increased efficiency and reduced costs and waste, associated with filing paper forms. Once an employee's personal data and classification information has been entered into the system, it will be available for future use, so only weekly changes (classifications, hours, and wages) would be updated. Rather than paying for postage, users will submit payrolls free of charge and receive an electronic confirmation that the information was received.

## Highlights of Online System:

Using the myAlaska portal, the system can be accessed 24 hours a day, 365 days of the year, from any computer anywhere in the world where the internet is available.

When correctly submitted, a Notice of Work and Notice of Completion will receive instantaneous numbering and approval. This will be particularly useful for contractors waiting for the Notice of Completion process in order to receive final payment from a contracting agency. However, to take advantage of this

instantaneous process, all certified payrolls for the project must have been submitted through the electronic system. Payments of the 1% fee for projects meeting the criteria can be submitted in the form of either a credit card charge or a bank ACH withdrawal.

There are two ways to enter payroll information into the system, manually and using the bulk upload feature. The bulk upload feature requires payroll data to meet certain specifications, but will greatly reduce the time and effort needed to submit certified payroll information. Even if you decide to use the manual entry system, you will see time savings as the system will save employee names, addresses, and other static information so you will not have to reenter it on future payrolls unless there is a change.

The system allows for the revision to any submitted payrolls.

Users will have access to review submitted information at any time. The system will allow for archiving and instant recall of all submitted documents. Contractors working on DOT & PF/ DOLWD projects will only be required to submit their payroll information once rather than submitting one copy to DOLWD and a separate copy to DOT/PF.

## Do I have to use this system?

At present, the State of Alaska does not require the mandatory use of this system. Your normal submission of certified payrolls, through mail or hand delivery, would continue if you do not use this system.

**What will it cost me to use this system?** There are no fees associated with