

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	04
Pay Period End Date	01/31/2004
Number of Days in Pay Period:	11
Number of Hours in Pay Period	82.5 (Div. of Finance Pay Period Days/Hours for 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	One (1)– 01/19/04 - http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
CUTOFF INFORMATION:	
Timesheet cutoff for timesheets entered in the Division are due:	02/03/2004 (if timesheets are entered in the division, HR must receive the timesheets no later than this date)
Timesheets input in HR office due:	02/02/2004 (if timesheets are entered in the HR office, they must be received no later than this date)
Time and Attendance Cutoff Date:	02/03/2004 Time & attendance should be entered and sent to HR for certification.
Travel Questionnaires and Back-up	02/04/2004
Cash In Cut off Date	02/04/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 01/16 thru 01/31/04	02/04/2004 *Actions need to be received by 10:00 a.m. in order to be processed with payroll. If an action is received after this date, we cannot guarantee it will get done.
Warrant Information:	Official Payday is 02/15/04
Warrant mail Date:	02/10/2004
Direct Deposit:	02/11/2004

Tech Service Newsletter:

Welcome to the Technical Service Center Newsletter. This newsletter will be available on our webpage every pay period. The newsletter will include helpful information for timekeepers and divisional contacts regarding basic pay period information to training, helpful tidbits, announcements and upcoming events.

The first section our newsletter will be supplying the departmental timekeepers and HR contacts **Payroll Information** for the upcoming pay period. This section supplies the pay period number, the amount of days and hours scheduled for the pay period based on employees working a normal workweek of Monday through Friday, with a 37.5 scheduled workweek. The holiday date listed is the date the State of Alaska officially observes the holiday. A link is supplied to the Division of Finance page where you may locate the holiday calendar by each bargaining unit, exempt and partially exempt and a reference sheet listing all of 2004 pay period days/hours. The **Cutoff Information** is extremely important for processing payroll. There are two cutoff dates listed for timesheets. One cutoff is for timesheets entered by the department, the other is for timesheets entered by in the Technical Services Center. The timesheets **must be** entered and/or received by the Technical Services Center by the dates listed so the timesheets can be entered/verified, audited and any errors corrected by the Human Resource Technical staff. It is very important these dates are strictly followed for the timely and accurate processing of the State of Alaska payroll. The **Personnel Action Cutoff Date**: Technical Services staff will need to have all requests and required back up for personnel action by this for processing the actions that occurred during the noted pay period end date. Bargaining Unit contracts have varying contractual provisions regarding the timeline for the processing of final paychecks for separating employees. For timely processing of final pay, all of the required separation information should be sent to the Technical Center within 24 hours from the employees last day of work. Each Technical Service Center will have a Timekeepers payroll calendar posted on the webpage in the near future.

Leave Cash-in: There has been a problem of leave cash-in. To better serve our employees and to help alleviate this problem, we are requesting that all leave cash-ins are sent in a separate envelope to the servicing Technical Service Center. Do not include leave cash-ins with the timesheets and leave slips. When sending a leave cash-in to the technical center, clearly identify the name and mail stop of the Technical Service Center. It is always wise to follow up with an email communication to confirm the Technical Service Center received the leave cash in. The divisional contact or employee should email the assigned HR Tech for your department to confirm the cash in had been received. When faxing a leave cash-in request or any information, again it is wise to follow up and confirm the information was received. If a leave cash-in is faxed, the original does not need to be sent to the Service Center.

Union Dues Increase:

You may be receiving phone calls from employees noticing a difference on their check. Several Unions have a dues increase that has just occurred within the last pay period.

AVTECTA union dues will increase from \$25.54 to \$26.04 per pay period effective 12/31/2003.

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GGU union dues will increase effective 01/01/2004 (withheld on the 12/31/03-pay period) as follows:
\$18.16 per pay period plus 0.1% of base wage earnings for employees working 60 hours or more per pay period.
\$10.82 per pay period plus 0.1% of base wage earnings for employees working less than 60 hours per pay period.

LTC union dues will increase effective 01/01/2004 to \$24.00 per month. This change will be reflected beginning with the 01/15/04 pay period.

W2's: W2's have been mailed effective January 19, 2004. Duplicate W2's will not be available until the middle of February. All requests for duplicate W2's must be processed through the Technical Services Centers. Please refer any inquiries for duplicate W2's to the servicing Technical Service Center not to the Division of Finance.

Our Website: The Technical Services Payroll News will be updated each pay period. We are in the process of creating an informative, user friendly Technical Service Center web page for your use. Please check this web page frequently for changes and information. Included on our web site is the Technical Services Telephone listing. This listing includes the physical address of each of the Technical Centers, Mail Stop, and Fax numbers along with the name, title and telephone numbers of the staff. To ensure correspondence, timesheets, and other paperwork is being received timely, it is very important to make sure the correct name and mail stop of the Technical Service Center is listed on all mail.

Useful websites:

Division of Finance
Retirement & Benefits
Deferred Comp Plan
GGU Health Trust
LTC Local 71 Trust

<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>
<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>
<http://www.state.ak.us/local/akpages/ADMIN/drb/dcp/dcphome.htm>
<http://www.aseahealth.org/>
<http://www.local71.com/benefits/index.htm>