

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number	<b>05</b>
Pay Period End Date	<b>02/29/2004</b>
Number of Days in Pay Period:	<b>10</b>
Number of Hours in Pay Period	<b>75 (Div. of Finance Pay Period Days/Hours for 2004)</b> <b><a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a></b>
Number of Holidays	One (1)– 02/16/04 - <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
<b>CUTOFF INFORMATION:</b>	
Timesheet input in the Division are due:	<b>03/02/2004 (if timesheets are entered in the division, HR must receive the timesheets no later than this date)</b>
Timesheets input in HR office due:	<b>03/01/2004 (if timesheets are entered in the HR office, they must be received no later than this date)</b>
Time and Attendance Cutoff Date:	<b>03/02/2004</b> Time & attendance should be entered and sent to HR for certification.
Travel Questionnaires and Back-up	<b>03/04/2004</b>
Cash In Cut off Date	<b>03/04/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective: <b>02/16 thru 02/29/04</b>	<b>03/04/2004</b> *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.
<b>Warrant Information:</b>	<b>Official Payday is 03/15/04</b>
Warrant mail Date:	<b>03/10/2004</b>
Direct Deposit:	<b>03/11/2004</b>

## **Tech Service Newsletter:**

Welcome to the Technical Service Center Newsletter. 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 next section is **Cutoff Information**. This section is extremely important for processing payroll. The first cutoff listed is for timekeepers who enter timesheets in the divisional offices for their department. The due date is when the timesheets **must be** received by the Technical Services Center so the timesheets can be verified and audited and any errors corrected by the Human Resource Technical staff. The second cutoff date is for those divisions/departments whose timesheets are entered by the Technical Services staff. The Technical Service staff **must** receive all timesheets in the office by that date for processing payroll. It is very important these dates are strictly followed for the timely and accurate processing of the State of Alaska payroll. The **Personnel Action Cut off Date** list the date the Technical Services staff will need to have all requests and required back up for personnel action to be able to process the actions that occurred during the noted pay period end date. Please remember that most contracts have very short timeline for the processing of final paychecks for separating employees. For timely processing of final pay, all of the required separation information is faxed to the Technical Center within 24 hours from the employees last day of work.

## **News Flash:**

Technical Services has received a update from Labor Relations regarding the reduction of leave due to extra hours worked in the workweek for **Overtime Eligible** employees covered under GGU, SSU, KK, PSEA Correctional Officers, and LTC contracts. According to Art Chances Memorandums from Aug. 2003 and December 2003 - all leave types will be reduced if there are extra hours worked in the same workweek. This policy has been changed to exclude Court Leave. Personal, Annual, Sick and Union Business Leave, etc. will continue to be reduced if an employee worked extra hours in the same workweek. Please call your HR Tech if you have any questions.

## **Duplicate 1099's:**

Technical Service Centers have received numerous calls regarding duplicate 1099's. We do not handle these in our office so please contact the departmental fiscal section to request duplicate or corrected 1099's.

## **SU Business Bank Assessment:**

For those of you in the Supervisory Bargaining Unit you may have noticed an additional 2.0 hours of personal leave deducted from your personal leave balance effective 2/1/04. This is the annual assessment and is in addition to the 2.0 hours deducted from all new Supervisory employees.

## **ASEA Health Trust – New Contact Info:**

Telephone # (Toll free): 1-866-553-8206  
Address: Administration Services Inc. (ASI)  
PO Box 5434  
Spokane, WA. 99205-0434  
Website: [www.aseahealth.org](http://www.aseahealth.org)  
Email: [asealocal52@admin-serv.com](mailto:asealocal52@admin-serv.com)

## **OLD NEWS:**

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**W2's:** W2's were mailed on January 19, 2004. Any requests for duplicates will not be processed until the middle of February. Any requests for duplicate W2's must be processed through Technical Services Centers. Please refer any inquiries to our Technical Service Center staff. Do not refer them to the Division of Finance.

**Leave Cash-in:** There has been a problem of leave cash-in being missed. 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 from the timesheets and leave slips. If the cash in is mailed to the technical center, make sure the leave slip is placed in a envelop marked leave cash in with the correct Technical Service Center's name and mail stop. The divisional contact or employee should email the assigned HR Tech for your department to confirm the cash in had been received. If the leave cash in is faxed to the Technical Center, please email and ask the HR Tech to confirm the cash in has been received. DO NOT send the original cash in leave slip if it has been faxed. Often when the original is received much later than the faxed copy, it can be entered twice into payroll causing an overpayment.

**Website:** The Technical Services Payroll News will be updated each pay period. We are in the middle of creating our informative, user-friendly Technical Service Center web page for your use. Please check this web page frequently 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 Stops, and Fax numbers along with the name, title and telephone numbers of the staff. To ensure the mail is being received timely, the mail must be clearly marked with the name and correct mail stop of the Technical Service Center you are sending mail to.

**Useful websites:**

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

<http://fin.admin.state.ak.us/dof/payroll/index.jsp>  
<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>  
<http://www.state.ak.us/local/akpages/ADMIN/drb/dcp/dcp/home.htm>  
<http://www.aseahealth.org/>  
<http://www.local71.com/benefits/index.htm>