

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number	<b>06</b>
Pay Period End Date	<b>03/15/04</b>
Number of Days in Pay Period:	<b>11</b>
Number of Hours in Pay Period	<b>82.5 (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	None- <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 cutoff for timesheets entered in the Division are due:	<b>03/18/2004 (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>3/16/2004 (if timesheets are entered in the HR office, they must be received no later than this date)</b>
Time and Attendance Cutoff Date:	<b>03/17/2004</b> Time & attendance should be entered and sent to HR for certification.
Travel Questionnaires and Back-up	<b>03/19/2004</b>
Cash In Cut off Date	<b>03/19/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 3/1 thru 3/16/04	<b>03/19/2004</b> *Actions need to be received by 10:00 a.m. in order to be processed with payroll. <b>If an action is received after this date, we cannot guarantee it will get done.</b>
<b>Warrant Information:</b>	<b>Official Payday is 03/31/04</b>
Warrant mail Date:	<b>03/24/2004</b>
Direct Deposit:	<b>03/25/2004</b>

**\*\*Please make sure that you refer to your specific Technical Service Center Timekeeper/Payroll Calendar as the dates may be different for your department.\*\***

## Comings & Goings:

Judy Hall has joined the Technical Services Group. She is the new Technical Services Supervisor II for the Public Protection, General and Resources Group. Welcome Judy!!

Tiffany Hildre will be transferring from the Public Protection Group to the Transportation & Public Facilities Group effective March 22, 2004.

Christy Nussbaumer will be leaving state service effective March 12, 2004. Best wishes and good luck with your future endeavors.

Charity Buker has added a new member to her family. James Patrick was born March 6, 2004. Mother and baby are doing great! Congratulations to Charity and her family.

## Family Medical Leave:

If you are reporting Family Medical Leave on your timesheet and leave slip, please make sure that they are marked with "Family Medical Leave". This makes it easier for the Technical Services staff to ensure that you are being paid appropriately. If you have any questions, please contact your Technical Services Staff.

## LTC Time and Attendance:

Per memorandum from Art Chance, Director, Labor Relations, all hours worked count towards fulfilling the guaranteed workweek. Leave is used only if needed to fulfill the 37.50 workweek guarantee. Although we are correctly processing the SSU, GGU, Correction Officers, and PX-Exempt payroll accordingly, we have not been reducing leave when extra hours worked in the same workweek for LTC time and attendance. Effective March 16, 2004, LTC time and attendance will be processed correctly reflecting this procedure. If an employee took leave in the same week that additional hours were worked, the leave will be reduced by the amount of extra hours worked. This includes hours worked on a holiday and the actual hours worked during a callback. Overtime rules do not change and must be applied in accordance to the LTC Article 13.06. For training and reference purposes examples have been created to provide guidance. Please contact your Tech Center for available training and any questions you may have.

Note: The type of leave usage that is reduced when extra hours are worked in the same workweek is as follows: Personal, sick, donated, annual, Union Business. Court leave is not reduced.

## Recruitment:

The recruitment function will soon be centralized under Division of Personnel - Employee Services. Employee Services will be sending out a news bulletin in the near future with information. Please continue business as usual until notified by Employee Services.

## OSHA Reporting:

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Just a reminder all Workers' compensation Report of injury forms is to be sent directly to Division of Personnel/Employee Services – Workfirst Program. The staff will copy and distribute forms. It is very important these forms are sent in timely. An electronic version of this form is available. Please do not fill out the old carbon copy forms. These are being phased out and are often unreadable.

## Second Injury Form:

This form is a required and must be completed by all new hires. The completed form is to be sent directly to the Division of Personnel/Employee Services – Workfirst Program. Please make sure the form is placed in an envelope and marked confidential to Mail Stop 0201 or P.O. Box 110201, Juneau, AK 99811-0201.

## **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/dcphome.htm>  
<http://www.aseahealth.org/>  
<http://www.local71.com/benefits/index.htm>