

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number	<b>07</b>
Pay Period End Date	<b>03/31/04</b>
Number of Days in Pay Period:	<b>12</b>
Number of Hours in Pay Period	<b>90 (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)– 03/29/04 - <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>For the cut-off dates please refer to the appropriate calendar for your Tech Center</b>
Timesheets input in HR office due:	<b>Same as above</b>
Time and Attendance Cutoff Date:	<b>Same as above</b>
Travel Questionnaires and Back-up	<b>Same as above</b>
Cash In Cut off Date	<b>04/06/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective:	04/06/04*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 04/15/04</b>
Warrant mail Date:	<b>04/12/2004</b>
Direct Deposit:	<b>04/13/2004</b>

## **Coming and Goings**

Tiffany Hildre transferred from the Public Protection Technical Services (TS) Unit to the DOT/PF TS Unit effective March 22, 2004. Effective April 1, 2004 Charlene Donner will be transferring from the Public Protection Technical Services Unit to the Health and Social Services Unit and the Public Protection Group would like to welcome two new HR Tech II's , Michael Radar and Gerry Rowan, and the Resource group would like to welcome Lisa Thompson . We are also very sad to announce that Sandra Rolling, Payroll Supervisor for the General Group has resigned and her last day will be April 2<sup>nd</sup>. Sandra will be leaving State service. We wish her luck in her future endeavors and travels, we will really miss her.

## **Tech Service Payroll Calendar:**

Each of the Technical Service Centers has an individual payroll calendar based on the special needs of the departments they service. These calendar's not only note holidays and pay days but also give the necessary cut-off dates that must be met by the departmental timekeepers and personnel contacts. These dates are necessary for the Technical Service Center staff to meet the payroll deadlines. To get a copy of the Technical Services Payroll Calendar, please contact the payroll supervisor or the HR Tech III of your servicing Technical Services Center. A list of the Technical Center's staff and phone number can be found on our web page under Quick Links.

<http://dop.state.ak.us/index>.

## **News Flash:**

**LTC Pay Procedures:** Effective this pay period, LTC timesheets should reflect the correct pay procedure of reducing leave hours for any extra hours worked in the same work-week. If you have any questions or are in need of training, please contact the Payroll Supervisor or HR Tech. III's of your Technical Services Center. Please refer to last pay period's TS News for more information.

**SSN update:** Division of Finance is updating the social security card verification process for the hiring procedures. Mark Minthorn introduced a draft procedure at the Payroll Committee meeting and the procedure will be finalized for all departments and Technical Services staff to follow. There have not been too many changes to the processes already in place. A copy of a new employee's SSN card is preferred for verifying accuracy of SSN name/number. Technical Service must enter an employee into the payroll system in accordance to the name and number that is on their SSN card.

Do not confuse SSN Verification to Employment Eligibility Verification. The I-9 form can be completed and approved if employee has other forms of identification besides the SSN card (see the list of acceptable identifications that is attached to the I-9 form). It is very important the identifications are reviewed and verified. The SSN verification of name and number is a requirement by the IRS.

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