

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	08
Pay Period End Date	04/15/2004
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	None - http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
CUTOFF INFORMATION:	
Timesheet cutoff for timesheets entered in the Division are due:	For cut-off dates, please refer to the appropriate calendar for your Tech Center
Timesheets input in HR office due:	Same as above
Time and Attendance Cutoff Date:	Same as above
Travel Questionnaires and Back-up	Same as above
Cash In Cut off Date	04/20/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 01/16 thru 01/31/04	04/20/2004 *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 04/30/04
Warrant mail Date:	04/26/2004
Direct Deposit:	04/27/2004

Comings and goings:

Charleen Donner and Beckie Sheridan started with the Health & Social Services Unit on April 1, 2004. In the Public Protection unit Mike Rader, Gerald Rowan started on April 1, 2004 and Julie Davis started on April 6, 2004. Teri Clark has been selected as the new Payroll Supervisor for the General Group. The General Group has selected Donna Goutermont from the Health & Social Services Unit to fill their vacant HR Technician II position.

Flat Amount Credit Union Deductions:

Currently, employees are able to have a flat amount of money sent to a credit union via warrant mailed separate from their regular payroll warrant or regular payroll direct deposit. The Division of Finance will now be setting up those flat amounts to be deposited electronically into credit union accounts. Employees have been sent letters notifying them of this change. They will have through processing of pay period 8 to select this direct deposit of their flat amount deposits or to discontinue having a flat amount sent to their credit union. After that time the deductions will be shut off for those employees who have not responded. As a result of this change the Direct Deposit form has been changed. The revised Direct Deposit form is now available on the Division of Finance website at: http://fin.admin.state.ak.us/dof/payroll/payroll_forms.jsp.

Designation of Beneficiary for Unpaid Compensation:

The Division of Finance has revised the Designation of Beneficiary for Unpaid Compensation form. This form is located on the Division of Finance website at: http://fin.admin.state.ak.us/dof/payroll/payroll_forms.jsp. Please be sure to toss out any old forms you may have on file and replace it with the revised version.

Reminders:

LTC Pay Procedures: Effective March 16, 2004, LTC employees should be in compliance with the State's policy with regard to leave taken and additional hours worked in a workweek. If you are not aware of the new policy or would like training, please contact your Technical Services Center.

Social Security Numbers/Cards: The IRS requires that the employer verify employee names and social security numbers. In order to do so, we need to have a copy of each employee's social security card. This requirement should not be confused with the Employment Eligibility Verification (I-9). While the social security card may satisfy one of the options for employment verification, it is required for reporting important tax information.

Useful websites:

Division of Finance	http://fin.admin.state.ak.us/dof/payroll/index.jsp
Retirement & Benefits	http://www.state.ak.us/local/akpages/ADMIN/drj/home.htm
Deferred Comp Plan	http://www.state.ak.us/local/akpages/ADMIN/drj/dcp/dcp.htm
GGU Health Trust	http://www.aseahealth.org/
LTC Local 71 Trust	http://www.local71.com/benefits/index.htm