

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	10
Pay Period End Date	05/15/2004
Number of Days in Pay Period:	10
Number of Hours in Pay Period	75 (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	05/19/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 01/16 thru 01/31/04	05/19/2004 *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 05/31/04
Warrant mail Date:	05/25/2004
Direct Deposit:	05/26/2004

Comings & Goings:

Judy Hall will be leaving Technical Services on May 14, 2004 to join Retirement & Benefits. We will miss you Judy!

Richard Saviers is transferring from Health & Social Services to join the General Government Tech Services.

Nena Long has been promoted to Human Resources Technician III in the General Government Tech Services.

Holly Kikendall has resigned from the Public Protection Group effective May 7, 2004. Jay Swanston has resigned from H&SS.

*General Government Group is recruiting for three (3) Human Resource Technician II's and the Public Protection Group is recruiting for one Human Resource Technician II, H&SS Tech Services is recruiting for one HR Tech II and a HR Tech III. Please check Workplace AK if interested in a career in Human Resources.

An updated telephone listing of all Technical Services staff can be found on the Division of Personnel web site under Section Contacts – Technical Services Unit. Please check this periodically for updated TS Staff listing and contact information.

Implementation Plan for Timesheet Standard Elements:

A timeline has been distributed for the implementation plan for the timesheet standard elements. There is a need for an auditable timesheet that allows AKPAY timekeepers and HR staff to uniformly apply business rules. The goals of this project were to identify mandatory elements of a timesheet. All agencies will need to ensure that all timesheets they use include these elements. Your Payroll Supervisor in each Technical Service center has been tasked with taking a look at each departmental timesheet to ensure that these mandatory elements are met. The Tech Services Management Team and members for the Division of Finance will begin writing policies and procedures for the implementation. The effective date of the timesheet standard elements policy and procedures is July 1, 2004.

Implementation Plan for Personnel Action Request Form:

A timeline has been distributed for the implementation plan for the standardization of the Personnel Action Request Form (PARF). There is a need to standardize the format of the PARF to allow departmental administrative staff and HR Staff to process personnel actions efficiently. The goals of this project were to examine and compare all fourteen departmental versions of the PARF and to establish the standardized format, which will be used by all departments. The Tech Services Management Team will begin writing policy and procedures for the implementation of the new standard format for the PARF. The new PARF policy and procedures will be issued to departments and HR Staff by June 15, 2004. The effective date of the new PARF policy and procedures will be July 1, 2004.

SBS/Select Benefits Open Enrollment:

Open enrollment begins on Monday, May 24 and ends Friday, June 11 at 5 p.m. Alaska Standard Time. If you have questions, contact the Benefits Section toll-free at 800-821-2251, in Juneau at (907) 465-8600 or by e-mail at benefits@admin.state.ak.us. Open Enrollment Seminars are scheduled in Juneau, Anchorage and Fairbanks. You can view the schedules at <http://www.state.ak.us/drb/news/oe-2004.htm>

For employees covered under Select Benefits, Open Enrollment is your opportunity to change benefits for [health](#), [life](#), [disability](#), [health care reimbursement account](#) (HCRA), and [dependent day care reimbursement account](#) (DCRA). All

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employees who want to continue their HCRA or DCRA must re-enroll. All other employees enroll only if you want to make changes.

During the SBS/Select Benefits Open Enrollment, the following members may want to complete a new enrollment:

Select Benefit*— (Includes Supervisory, Confidential, Marine Engineers, Inlandboatmen's ,Employees not covered by collective bargaining and AVTEC teachers) enroll to change benefits including health, life, AD&D, survivor, or disability benefits. Must re-enroll to continue Health or Dependent Day Care Reimbursement Account contributions.

General Government—enroll to change SBS benefits including life, accidental death, survivor benefits or disability insurance. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. Contact [union health trust](#) for information on enrolling in the trust health plan and other health benefits.

Master, Mates, & Pilots—enroll to change SBS benefits including life, accidental death, survivor benefits or disability insurance. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. Health insurance is provided by your union health trust.

Troopers/Airport Safety—enroll to change SBS benefits including life, accidental death, survivor benefits or disability insurance. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. Health insurance is provided by your union health trust.

TEAME—enroll to change SBS benefits including life, accidental death, survivor benefits or disability insurance. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. Health insurance is provided by your union health trust.

Local 71—enroll in all benefits with your union trust.

ASEA/GGU Open Enrollment:

The ASEA/AFSCME Local 52 Health Benefits Trust Open Enrollment for the 2004-2005 Plan Year begins on May 17, 2004. Your Open Enrollment packets will be mailed out May 14, 2004. **Open Enrollment ends June 11, 2004.** You must enroll online, by fax, or by mail (must be postmarked by June 11, 2004) your Enrollment Forms to the Administration Office by June 11, 2004. Contact the Health Trust at <http://www.aseahealth.org/>

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>