

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	12
Pay Period End Date	06/15/2004
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
CUTOFF INFORMATION:	
Timesheet input 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	06/22/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective: 06/01-06/15	06/21/2004 *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 06/30/04
Warrant mail Date:	06/25/2004
Direct Deposit:	06/28/2004

Comings and Goings:

The DOT/PF Technical Services Center has promoted Doug Harris into the Admin Clerk II position. They are also recruiting for two HRT II, one position will be processing marine payroll and the other will be processing shoreside.

In the General Technical Services Center Nora Toner will be the new Admin Clerk III

The Resources Technical Service Center has Rebecca Stark and Elias Barger starting as HRA's and Jenny Hatten will be starting as an HRTII. Erlinda Padura is transferring out of the Resources Tech Services to the new HRA with the Tech Services Mgmt Team.

Health and Social Services Technical Services Center has Debbie Boylan as their new HRT III in the Juneau Office.

Retro Merit Increase and FY End Processing:

Unlike the GGU, CEA, SSU, and LTC the Non-covered employees (PX, etc.) do not receive automatic merit increases and some may be due retro pay due to the late performance evaluation. Merit increases should be processed in current Fiscal Year (FY). The FY end is drawing near and to process against the correct FY funding, these retro payments should be processed by 06/30/2004.

Ronald Reagan Remembrance/Day of Mourning – June 11th:

Please follow the guidelines provided in the FAQ memorandum dated June 10, 2004 authored by Dianne Corso, Division Director, Personnel and Art Chance, Division Director, Labor Relations in regards to the Governor's Proclamation of a Day of Mourning/Remembrance for Ronald Reagan. The non-worked hours for this day are to be coded to pay code 168. If employee worked and is scheduled an alternate day off in the future, these hours will need to be noted on the timesheet and the pay code 168 used for those hours. It is recommended a comment be placed on time sheet noting Reagan-Day of Mourning to ensure proper coding is used. If you have any questions, please contact your Technical Services Center.

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>