

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	13
Pay Period End Date	06/30/2004
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	07/06/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 01/16 thru 01/31/04	07/06/2004 *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 07/15/2004
Warrant mail Date:	07/12/2004
Direct Deposit:	07/13/2004

Comings and goings:

H&SS Technical Services: In the Juneau office, Kimberly Clark will be working half days through her last day, July 8th. Charleen Donner is out on vacation and will return on July 19th. In Anchorage, interviews for the vacant Administrative Clerk II position have been completed and a job offer will be made soon.

DOT Technical Services: Hal Daugherty has accepted a Human Resources Technician II position and will be starting on July 12th. Jacqelli Moniz accepted a Human Resource Technician II position and her first day was June 21st. Currently, this service center has a Human Resource Technician II position vacant in both the Juneau and the Anchorage Offices.

Public Protection Technical Services: Jacquelli Moniz has accepted a position with the DOT Technical Services Center. Vicki Tomal has accepted the Human Resource Technical Services Supervisor I position leaving a vacant Human Resource Technician III position. Recruitment for the vacant position is underway.

Resources Group Technical Services: Jo Keys has accepted the Human Resource Technical Supervisor I position. Rebecca Stark, Human Resources Assistant, started on June 14th. Elias Barger, Human Resources Assistant, started on June 16th. Jenny Hatten, Human Resource Technician II, started on June 16th. Megan Lindley, Human Resource Technician I, started June 17th to process payroll for the emergency firefighters.

General Group Technical Services: Kimberly Clark has replaced Jo Keys and her first full day will be July 9th. The General Technical Services will be moving to the Goldbelt building from July 9th to the 14th.

Retiring Employees:

There has been some confusion regarding retiring employees and the effective date the retirement benefits will be activated. Retirement and Benefits will only appoint an employee to retirement on the 1st of the month following their date of separation from state service. Once appointed, the employee's retirement benefit will be activated and if eligible for health insurance coverage under their retirement, there will be no break in health coverage for the employee. Retirement and Benefits will not appoint an employee to retirement until the employee has been separated from state service. To ensure the employee's retirement benefits are activated timely, the employee will need to be separated prior to the 1st of the month they are plan are retiring. For example, John Doe is planning on retiring in July. To receive benefits for July AKPAY must reflect a separation date no later than June 30th. For example, if an employee worked the 1st of July, s/he will not be eligible for appointment to retirement until August 1st.

Shop Steward Time:

Effective 7/1/04 the Division of Finance will implement earnings code E102, to be used for tracking time shop stewards spend on shop steward activities. Please be sure to report it under the miscellaneous leave column with the E102 code.

Personal Use of State Vehicles:

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Effective July 1, 2004 the Division of Finance will implement earnings code E479, to be used to record the taxable travel of personal use of state a owned vehicle. The value of the use will be determined on a monthly basis and provided to Technical Services office. As this benefit is taxable per IRS rules, employees will be taxed on the value amount.

Health Insurance Contributions:

Remember that the June 30th payroll takes contributions for the health insurance coverage for July. Full time Employees may notice a difference in pay if there are changes in the benefits selected during open enrollment. Part time employees see an increase because health insurance costs have increased. Per the e-mail sent out by the Commissioner of Administration, General Government employees will see an increase in their contributions due to the pending approval of their new contract.

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/drb/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/local/akpages/ADMIN/drb/dcp/dcp/home.htm>

GGU Health Trust

<http://www.aseahealth.org/>

LTC Local 71 Trust

<http://www.local71.com/benefits/index.htm>