

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number	<b>14</b>
Pay Period End Date	<b>07/15/2004</b>
Number of Days in Pay Period:	<b>11</b>
Number of Hours in Pay Period	<b>82.5 (Div. of Finance Pay Period Days/Hours for 2004)</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>
Number of Holidays	<b>1 - </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>CUTOFF INFORMATION:</b>	
Timesheet cutoff for timesheets entered in the Division are due:	<b>For 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>07/21/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 07/01 thru 07/15/04	<b>07/21/2004</b> *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 07/31/2004</b>
Warrant mail Date:	<b>07/27/2004</b>
Direct Deposit:	<b>07/28/2004</b>

## Comings and goings:

**H&SS Technical Services:** In the Juneau office, Dianna Carter will be returning to our office and replacing Kimberly Clark on July 19th. Charleen Donner will be returning from vacation on July 19th. Bryan Farrell's last day with us will be July 30th. We are currently recruiting to fill his position. In our Anchorage office, Sonya Long has accepted the Administrative Clerk II and will start on July 19<sup>th</sup>.

**DOT Technical Services:** Nancy Womack accepted the vacant Juneau Human Resource Technician II position for AMHS payroll. Jackie Knight accepted the Admin Clerk I position.

**Public Protection Technical Services:** Jenny Vanderweele accepted the vacant Human Resource Technician III effective July 1<sup>st</sup> leaving a vacant Tech II. Laura Wallrath accepted the vacant Human Resource Technician II and will begin on July 26<sup>th</sup>.

**General Group Technical Services:** Carol Petraborg is leaving to be an Accounting Tech II with Fish and Game. Her last day with us is 7/23/04. There are three faxes machines in service at their new location 465-1888, 465-2475 and 465-3288. The assigned mail stop number 02P07 has not changed.

## **Relocation of Technical Services Centers:**

The General Group, Resources and Public Protection Technical Services Centers will be co-located together on the 1<sup>st</sup> floor of the Goldbelt Building. This move will be taking place in three phases. The General Group has moved effective July 12<sup>th</sup>, and was providing full service by the afternoon of July 14<sup>th</sup>. Resources are scheduled to begin their move July 26<sup>th</sup> and Public Protection is scheduled to move August 9<sup>th</sup>. There will be some interruption in services as cubicles are being dismantled and rebuilt at the new locations and the phones and computers are moved to the new location. We are working hard to keep the interruption to a maximum of three days. During this time staff will periodically be checking emails and telephone messages and we are making every effort to find alternative locations with computer access so staff can continue to process personnel actions. The telephone numbers will remain the same as will mail stop numbers. The Technical Services staff will send out more information to their assigned Departments and HR contacts regarding how to contact them during the interim of the move.

**Reminders from the last Technical Services Newsletter that took effect July 1<sup>st</sup>:**

## **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 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.

**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>