

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	15
Pay Period End Date	07/31/2004
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	08/04/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 7/16/04 – 7/31/04	08/04/2004 *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 08/15/2004 – Warrant distribution scheduled for 8/11/04
Warrant mail Date:	08/10/2004
Direct Deposit:	08/11/2004

Comings and goings:

Krisi Hicks has joined the Technical Services Centers effective 7/26/04. Krisi will be working with Maritt Miller to develop and implement technical services standard policies and procedures.

H&SS Technical Services:

Juneau Office -

Dianna Carter, HR Tech II, started on 7/19. Bryan Farrell, Admin Clerk III, will work his last day on Friday 7/30. Carla Williams has accepted a promotion as Admin Clerk III effective 8/1. We are currently recruiting for an Admin Clerk II in Juneau.

Anchorage Office -

Sonya Long, Admin Clerk II, started on 7/19. The Anchorage office is now fully staffed.

DOT Technical Services: Nancy Womack started 07/26/04 for the Marine Payroll. The Anchorage DOT/PF Tech Services is in the process for recruiting an Administrative Clerk III. F

Public Protection Technical Services: Public Protection is scheduled to begin the 3rd phase of our move approximately August 9th.

Resources Technical Services: Resources is currently moving this pay period. They expect to have computers and phones set up approximately Thursday, July 29th. Thank you for your patience as the 2nd phase of our move is completed.

General Technical Services: We have completed our move to the Goldbelt Building and are in the process of settling in. Carol Petraborg completed her last day with us on 7/23 and Karen Smith will join us on 7/28.

Training Opportunities: The Division of Personnel (DOP) recently rolled out a new web based application that will allow state employees to generate their own employee phone books using the same information that is kept in the State's White Pages. This application is designed to permit individuals to decide which of the 13 available fields they want to display (e.g. name, phone number, position title, department, division, work mailing address, etc.), determine their own selection and sort criteria and either store the information electronically or print it. The training is short, very user friendly and we highly recommend the departments send staff to the training. The training dates are:

The Anchorage classes, which are estimated to last no more than 1 hour, will be held on **Wednesday, July 28 at 2:00**, **Thursday, July 29 at 10:00** and again **Thursday, July 29 at 2:00**. The Anchorage location will be Training Room A at 619 E Ship Creek Avenue, Suite 311A Anchorage, AK.

The Juneau classes, which are also estimated to last no more than 1 hour, will be held on **Wednesday, July 28 at 2:00**,

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Thursday, July 29 at 2:00 and again Friday, July 30 at 2:00. The Juneau location will be the DOP Training Room located on the 10th Floor of the State Office Building.

Technical Problem: The Commissioner of Administration sent out a email notifying employees and managers the State Office Building in Juneau was hit by lightening on Saturday, July 25th. Many of our offices have been left without working telephone or fax lines and the voice messaging system is down for everyone. As of Tuesday July 27th, the General and Resources Technical Services Center located at the Goldbelt building does not have working telephones or fax machines. These Technical Services Centers can communicate by email only. ETS is hoping to have the phones and fax lines working by July 28th. Our staff will send out an email message when their phones and fax machines are operational again. If our Departmental HR Contacts or other employees faxed information such as appointment/separation paperwork, leave cash in requests to these Technical Service Centers during this time period, the information was not received by these Technical Services Centers. It will be very important to confirm any information faxed during this time period to ensure TS staff has received the 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/home.htm>

GGU Health Trust

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

LTC Local 71 Trust

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