

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	16
Pay Period End Date	8/15/04
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	08/19/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 8/1/04 – 8/15/04	08/19/2004 *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 08/31/2004
Warrant mail Date:	08/25/2004
Direct Deposit:	08/26/2004

Q: What's the difference between Call Back and On-call Pay for LTC employees?

Call Back Pay (Article 14.03) – If the employee is called back (not on on-call roster) to work later than four (4) hours after the completion of their shift, they are entitled to a minimum of four (4) hours pay at the overtime rate. If they work in excess of 4 hours, they are entitled to overtime pay for all hours worked. (See contract for exact language)

On Call Pay (Article 14.04) – When an employee is ordered to remain home, to be available for immediate recall, their name will be placed on an on-call roster. An employee who is assigned to an on-call roster, for each day assigned, will be paid one straight time hour in addition to all hours worked. (See contract for exact language)

There had been a misinterpretation regarding the On-call and Call Back Pay. Some LTC employees have been claiming On Call pay and Call back pay for the same time. Labor Relations has officially clarified that the LTC employee **cannot receive both**, such payments are inconsistent with bargaining unit contract language. The correct pay procedure is if an employee is on-call and is called back into work, the employee is paid the on-call pay and for the hours worked at the appropriate rate of pay in accordance to the contract. This employee does not qualify under the Call Back Pay. The employee is being paid to be On-Call and available under the On Call Pay language. If you have any questions, please contact your Technical Services representative.

Comings and goings and additional NEWS:

FAX Machines are up and running! FAX numbers are listed with each Service Center below.

H&SS Technical Services:

Juneau Office -

Carla Williams joined us as our Admin Clerk III effective 8/1/04. Interviews this week for Admin Clerk II.

FAX: 465-2384

Anchorage Office -

FAX: 561-0600

DOT Technical Services: The DOT/PF Technical Services Office in Juneau now has two- (2) fax lines. If one fax line is busy you may fax to the other line. **Coming Soon:** the DOT Management Services office located in Fairbanks will soon have two fax lines. The two computer stations will soon be available for employees will also be available. Employees will be able to use these stations to access information from the State of Alaska web pages, print HR forms, and will be used by new employees to access the new online orientation that will be available soon will use the computer. Watch for an update in our next newsletter on when these stations will be available to employees.

Juneau Office: FAX: 465-2019 and 465-4732

Anchorage Office: FAX: 269-0497

Fairbanks Office: 451-2378

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Public Protection Technical Services: Gerry Rowan, with Public Protection Tech Services, will be going on extended Military leave of absence effective 8/13/04. Emy Abad will be covering his Trooper assignments while he is gone.

Public Protection is scheduled to begin the 3rd phase of our move the week of August 9th. Thank you for your patience as we begin the final phase of our move. FAX machines will be down for a few days, but will be up and running soon.

Temporary FAX number: 465-4725 or 465-5511

Resources Technical Services: Resources is settling in and adjusting as their move is still in process. Computers are setup and phones are still being setup.

FAX: 465-4825 or 465-5511

General Technical Services: Karen Smith joined us 7/28/04 and is responsible for payroll processing for the Department of Law.

FAX: 465-1888

Technical Services Contact information:

On the Division of Personnel web site, Technical Services has a new updated phone list. You may find this listing by clicking on HR Contacts located on the right hand side of the web page under the heading [Quick Links](#). [This will take you to a new web page.](#) Under [HR Services Contact](#) Scroll down to the bottom of the department list. Click on [Technical Services Unit](#). This will give you the updated contact listing for all of the Technical Services Units. This listing is updated monthly. Provide below is the link to the HR Service Contact web page.

<http://dop.state.ak.us/index.php?id=85>

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/dcphome.htm>

GGU Health Trust

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

LTC Local 71 Trust

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