

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number	<b>17</b>
Pay Period End Date	<b>8/31/04</b>
Number of Days in Pay Period:	<b>12</b>
Number of Hours in Pay Period	<b>90 (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	None - <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>09/3/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 8/1/04 – 8/15/04	<b>09/3/2004</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 09/15/2004</b>
Warrant mail Date:	<b>09/10/2004</b>
Direct Deposit:	<b>09/13/2004</b>

## **Hot Topics:**

Remember to identify employees who may be eligible for FMLA/AFLA and notify your appropriate Technical Services staff contact!

FMLA Update – Elective surgeries requiring hospitalization may qualify under FMLA. In the past, if an employee had an elective procedure done (i.e. plastic surgery), it was not considered a FMLA covered condition. The law has changed and now this type of procedure may qualify *if the employee had to be hospitalized for the procedure.*

Due to the Labor Day Holiday, we have a short payroll cutoff. Please turn in timesheets and payroll actions as early as possible to ensure timely processing. Thank you!

State ID cards – As of August 18<sup>th</sup>, the State ID Card Form was available on the DOA intranet site. The DMV site will have a link directing staff there. Employees are reminded that it isn't necessary to update a current ID card. To control the flow into high volume locations, like Juneau, they ask that new staff, staff with expired cards, or immediate needs process their application now.

## **Comings and goings and contact info:**

### **H&SS Technical Services:**

**Juneau Office** - We are pleased to announce Alaine Tingey started on August 19<sup>th</sup> as our new Admin Clerk II. We are happy to have her join our staff.

FAX: 465-2384

**Anchorage Office** – Please call your contact in the Tech Services office if you have questions. We are here to help!

FAX: 561-0600

**DOT Technical Services:** DOT does not have any additional information to add this pay period. Please call your contact in the Tech Services office if you have any questions.

FAX: 465-2019

**Public Protection Technical Services:** Public Protection does not have any additional information to add this pay period.

Please call your contact in the Tech Services office if you have any questions.

FAX: 465-2202, or 465-3381

**Resources Technical Services:** Resources does not have any additional information to add this pay period. Please call your contact in the Tech Services office if you have any questions.

FAX: 465-4825 or 465-5511

# Technical Services Newsletter

**General Technical Services:** Kimberly Clark will be in acting status for Nena Long (contact for depts 04, 05, 07), while Nena is out on leave. Kimberly can be reached at 465-5997. Please call your contact in the Tech Services office if you have any questions.

FAX: 465-1888 or 465-2475

**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/drbr/home.htm>

Deferred Comp Plan

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

GGU Health Trust

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

LTC Local 71 Trust

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