

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	19
Pay Period End Date	9/30/04
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	10/06/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 8/1/04 – 8/15/04	10/06/2004 *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 10/15/2004
Warrant mail Date:	10/12/2004
Direct Deposit:	10/14/2004

Hot Topics:

Where can you find current forms? The Division of Personnel web site - <http://dop.state.ak.us>, Quick Links, HR Forms. Bookmark it for easy access to an alphabetical listing of current HR forms.

What can you do about the slow email response on your computer? There are things you can do to improve your email system response time---

- Keep the quantity of email in your inbox and sent mail to a minimum.
- Empty your trash and compact you folders.

Basically, clean out that junk! It makes a difference!

Mandatory Leave: It is getting to be that time of year again. If you haven't heard from your Tech Services Contact, you will be soon!

REMINDER: In situations such as an employee going into acting status or starting on an alternate workweek letter of agreement, it is important to notify Technical Services **prior** to the action taking place. Tech Services needs to review documents to verify accuracy, ensure proper handling and pay. Thanks!

Comings and goings and contact info:

H&SS Technical Services:

Juneau Office – FAX: 465-2384. H&SS Tech Services Debbie Boylan has returned. Please call your Tech Services contact if you have any questions.

Anchorage Office – FAX: 561-0600. Debra Randall will be acting for Beckie Sheridan, while she is out on leave. Debra can be reached at 269-7951. Please contact your Tech Services office if you have questions. We are here to help!

DOT Technical Services: FAX: 465-2019. DOT has no additional information this pay period. Please call your Tech Services contact if you have any questions.

Public Protection Technical Services: FAX: 465-2202, or 465-3381. Kristine Stearns will be acting for Janelle Earls, while she is out on leave. Kristine can be reached at 465-1853. Lory Subeldia is working as a nonperm to cover for Gerry Rowan's position while he is on leave. Lory has worked in HR for many years for the State of Alaska and she is a welcome addition. Please call your Tech Services contact if you have any questions.

Resources Technical Services: FAX: 465-4825 or 465-5511. Monica Burke has accepted a new job with General Group. We will miss her, congratulations! Resources Group now has a vacancy for a HRT II, come and join our fun team! Please call your Tech Services contact if you have any questions.

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General Technical Services: FAX: 465-1888 or 465-2475. Monica Burke has accepted the HRT III position with our group. Janice Stevenson has accepted a new position as a “floater” to assist with all agencies in Tech Services, her extensive HR experience is an asset in this crucial position. Please call your Tech Services contact if you have any questions.

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>