

Technical Services Newsletter

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| Pay Period Information: | Semi Monthly Payroll information listed below. |
| Pay Period Number and End Date | Pay Period 22, End Date 11/15/04 |
| Number of Days/Hours in Pay Period | 11 (10 + Holiday) / 82.5 (75 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp |
| Number of Holidays | 1 (Veterans Day) 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 | 11/18/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS! |
| Personnel Action Cut off Date for Actions effective from 11/01/04 – 11/15/04 | 11/18/2004 *Actions need to be received by 10:00 a.m. to be processed, anything received after this date/time may not be processed in time for payroll. Please send actions in as you receive them, do not “wait” until the cutoff date. |
| Warrant Information: | Official Payday is 11/30/2004 |
| Warrant mail Date: | 11/24/2004 |
| Direct Deposit: | 11/26/2004 |

Hot Topics:

GGU Leave Election: The GGU contract has provided employees who are still in annual/sick leave accrual status with a one-time opportunity to convert to personal leave. If a GGU member wishes to convert, they must notify and the notification must be **received** by Dept of Administration, **Labor Relations** between **November 1st, 2004 and November 30, 2004**. Details were provided to members in a letter from Labor Relations dated November 1st, 2004.

GGU Dues Increase: Effective January 1st, 2005 dues will be increased, in accordance with the General Government Bargaining Agreement. The dues for an employee working 60 hours or more per pay period shall be \$18.84 plus one-tenth of one percent (.001) of the member's base wage earnings for the pay period. The dues for an employee working less than 60 hours per pay period shall be \$11.30 plus one-tenth of one percent (.001) of the base wage for the pay period.

Mandatory Leave: Mandatory Leave notifications have been sent out. Make sure to get your leave scheduled to use before December 15th, 2004.

Quote: *I am a great believer in luck, and find the harder I work, the more I have of it!* – Stephen Leacock

Have a great Veterans' Day Holiday!

Contact info:

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

H&SS Technical Services:

Juneau Office – FAX: 465-2384. H&SS has no additional information for this pay period.

Anchorage Office – FAX: 561-0600.

DOT Technical Services: FAX: 465-2019. DOT has no additional information this pay period.

Public Protection Tech Services: FAX: 465-2202, or 465-3381. Public Protection Group has no additional information.

Resources Technical Services: FAX: 465-4825 or 465-5511. Resources Group has no additional information.

General Technical Services: FAX: 465-1888 or 465-2475. General Group has no additional 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/dr/home.htm>

Deferred Comp Plan

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

GGU Health Trust

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

LTC Local 71 Trust

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

Current forms - Division of Personnel web site - <http://dop.state.ak.us>, Quick Links, HR Forms.