

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number and End Date	<b>Pay Period 02, End Date 01/15/2005</b>
Number of Days/Hours in Pay Period	<b>10 (75) (Div. of Finance Pay Period Days/Hrs 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	<b>None</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>
<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>1/20/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 1/01/05 – 1/15/05	<b>1/19/2005</b> *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. <b>Please send actions in as you receive them, do not “wait” until the cutoff date.</b>
<b>Warrant Information:</b>	<b>Official Payday is 1/31/2005</b>
Warrant mail Date:	<b>1/26/2005</b>
Direct Deposit:	<b>1/27/2005</b>

## **Hot Topics:**

**It's a new payroll year!** 2005 payroll calendars have been distributed to payroll contacts and administrative staff. If you haven't received it yet, contact your Tech Services Center.

Effective January 1, 2005 a **new form SSA-1945** has been added to the hiring packets for the State of Alaska. This form is a required document for all new State of Alaska employees (except employees excluded from SBS – i.e. Emergency Firefighters, National Guard, etc.). State and local government employers are required to provide a statement to employees hired in a job not covered by social security. The statement explains how pension from that job could affect future social security benefits.

To ensure new employees are receiving the most up-to-date information and HR forms, all supervisors and hiring managers should be accessing new hire packets through the Division of Personnel web page as noted below.

**Quote:** *“Choose well: Your choice is brief and yet endless.” ~ Ella Winter*

## **Contact info:**

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

**H&SS Technical Services:** H&SS TS Center has no additional information.

**Juneau Office – FAX: 465-2384.**

**Anchorage Office – FAX: 561-0600.**

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

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

**Resources Technical Services: FAX: 465-4825 or 465-5511.** Resources TS Center has no additional information.

**General Technical Services: FAX: 465-1888 or 465-2475.** General Groups TS Center 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/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>

**Current forms** - Division of Personnel web site - <http://dop.state.ak.us>, Quick Links, [HR Forms](#).