

# 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 03, End Date 01/31/2005</b>
Number of Days/Hours in Pay Period	<b>11 (75 + 1 Holiday) (Div. of Finance Pay Period Days/Hrs 2005)</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>1 – Martin Luther King Jr. Day</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>2/3/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 1/16/05 – 1/31/05	<b>2/2/2005</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 2/15/2005</b>
Warrant mail Date:	<b>2/9/2005</b>
Direct Deposit:	<b>2/10/2005</b>

## **Hot Topics:**

**Family Leave and Timesheets!** Family leave should be documented on the leave slip, not the timesheet. This is for the purposes of confidentiality of medical information.

**2004 W-2s** were mailed out last week. If you haven't received your W-2 by the end of the first week in February, please contact your Technical Services Center for assistance.

**Quote:** *“Courage is very important. Like a muscle, it is strengthened by use.” ~Ruth Gordon*

## **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.** Deanna Lewis has accepted a promotion to the Technical Services Supervisor I for Resources group. We are thrilled that she has stepped up to the challenge of leading our team!

**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/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](#).