

# 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 04, End Date 02/15/2005</b>
Number of Days/Hours in Pay Period	<b>11 (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>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>2/17/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 2/1/05 – 2/15/05	<b>2/16/2005</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 2/28/2005</b>
Warrant mail Date:	<b>2/24/2005</b>
Direct Deposit:	<b>2/25/2005</b>

## **Hot Topics:**

**Timesheets, PARFs, etc – Technical Services only needs one copy of a document!** If you have sent the original, do not fax it. If you have faxed documents, do not send the original. We are getting 2 to 4 copies of many actions and it is very time consuming to “wade” through and try to analyze what we have or have not received already. Please only send/fax documents once, **Thank you very much!** When in doubt, please call your Technical Services contact.

**Steward Time Reporting** (this is not business leave) – Effective with this pay period (February 1<sup>st</sup>, 2005), all steward time is to be tracked by use of a leave slip to document approval and time used. The shop steward completes the leave slip by checking “other” as leave type and writing “steward time” as the explanation. The leave slip is completed and signed by the steward and his supervisor BEFORE the shop steward leaves his/her normal duties. Timekeepers – 102 is the code used for AKPAY data entry.

**Quote:** *“Our greatest glory is not in never falling but in rising every time we fall.” ~ Confucius*

## **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](#).