

# 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 07, End Date 03/31/2005</b>
Number of Days/Hours in Pay Period	<b>12 Days/90Hours (82.5 + 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 – Seward’s 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>4/5/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 3/16/05 – 3/31/05	<b>4/4/2005</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 4/15/2005</b>
Warrant mail Date:	<b>4/11/2005</b>
Direct Deposit:	<b>4/12/2005</b>

## Hot Topics:

**Goldbelt building carpet/paint remodel** – The carpet and paint remodel is nearly finished (3/24 – present) at the Goldbelt building in Juneau (General, Public Protection and Resources groups). Thank you for your patience during this hectic time; we appreciate your support and strive to continue to serve to our best abilities with the limited resources.

**April 15<sup>th</sup> – Tax Day – is approaching fast!** Don’t forget to do your taxes! If needed, duplicate W-2s can be requested through your Technical Services Center.

**Please Remember** - 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. Please only send/fax documents once, thanks!

Snow, hail, rain, sunshine, a little bit of everything and new life blossoming all over - Isn’t spring beautiful! As a friend of mine once said “If you don’t like the weather, just wait five minutes and it’ll change!”

**Quote:** *“The only way to discover the limits of the possible is to go beyond them into the impossible.”*  
~ Arthur C. Clark

## 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.** Gerry Rowan has resigned and we will be recruiting for a HR Tech II. Public Protection TS Center has no additional information.

**Resources Technical Services: FAX: 465-4825 or 465-5511.** Lisa Thompson (465-4142) has accepted a promotion and is the Tech III contact for DEC and DNR. Inga Aanrud (465-8575) has also joined the Resources Group and is a Tech II contact for Fish & Game, while Liz Luck (465-6737) is now the contact for DEC. Congratulations and welcome to everybody!

**General Technical Services: FAX: 465-1888 or 465-2475.** Danielle Arreola (465-5976) has joined the General group and Richard Saviers has resigned. Erlinda Padura has also joined the General group and supports the Tech IIs for all six departments. Congratulations and welcome to everybody!

## 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/b/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/local/akpages/ADMIN/dr/b/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](#).