

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 08, End Date 04/15/2005
Number of Days/Hours in Pay Period	11 Days / 82.5 hrs (Div. of Finance Pay Period Days/Hrs 2005) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	None 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	4/20/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 4/1/05 – 4/15/05	4/19/2005 *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 4/29/2005
Warrant mail Date:	4/26/2005
Direct Deposit:	4/27/2005

Hot Topics:

Positive Open Enrollment for Select Benefits, May 13 through June 10th, 2005 - The Division of Retirement and Benefits will be using a “Positive Open Enrollment” approach for members of the **Select Benefits Health Plan** for the upcoming benefit year. “Positive Open Enrollment” means that it is mandatory for every member to enroll during the positive open enrollment period and provide positive proof of dependent eligibility. For more information go to the Retirement & Benefits website and choose the Positive Open Enrollment web page. Regardless of your current enrollment status in the Select Benefit Health Plan, it is mandatory that you enroll. Failure to enroll will result in coverage at the default level and dependent coverage will be suspended until the required documentation has been received.

Recruitment - Effective April 18, 2005, Employee Services will also handle recruitment for Local 71 Labor, Trades & Crafts (LTC), job service referral positions short-term non-perms, and college and student interns. For more information review the HR Update Volume 17 posted on the Division of Personnel home page – under quick links, Newsletters.

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!

Quote: “*Why endeavor to straighten the road of life? The faster we travel, the less there is to see.*”
~ Actress Helen Hayes

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. Jenny Vanderweele has accepted a promotion within the Division of Personnel to the Classification Section. Congratulations Jenny!

Resources Technical Services: FAX: 465-4825 or 465-5511. Julie Yancy (HRT III contact for F&G) has resigned! This was a difficult decision for her and she will very much miss working with and for the dept. She will be staying home with her beautiful children – isn’t she lucky! Congratulations Julie!

General Technical Services: FAX: 465-1888 or 465-2475. Teri Clark, TS Supervisor, has accepted a position within the Division of Personnel as our Admin Manager - Congratulations Teri!

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/drj/dcp/dcp.shtml>
 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](#).