

# Technical Services Newsletter

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| <b>Pay Period Information:</b>  | <b>Semi Monthly Payroll information listed below.</b>  |
| Pay Period Number and End Date  | <b>Pay Period 09, End Date 04/30/2005</b>  |
| Number of Days/Hours in Pay Period  | <b>10 Days / 75 hrs (Div. of Finance Pay Period Days/Hrs 2005)</b><br><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>5/4/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>   |
| <b>Personnel Action Cut off Date</b> for Actions effective from 4/16/05 – 4/30/05 | <b>5/3/2005</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 5/13/2005</b>  |
| Warrant mail Date:  | <b>5/10/2005</b>   |
| Direct Deposit:   | <b>5/11/2005</b>   |

## Hot Topics:

### Standard Timesheet Elements – Why are Start and Stop Times Necessary?

How an individual is compensated for the hours worked is determined by a combination of collective bargaining provisions, personnel rules and state and federal statutes. The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, record-keeping and child labor standards for employment. State and federal statutes require an employer to maintain accurate records, which include certain identifying information about the employee, including data about the hours worked and the wages earned. For overtime eligible employees, start and stop times are necessary to accurately pay for time worked and any premium pays which may be due for those hours. Without complete and accurate reporting of time, it is difficult to tell if an employee has been paid appropriately. Accurate reporting of time protects the employer from false pay claims and assures that the employee receives all compensation due.

Answers to this and other frequently asked questions regarding the implementation of standard timesheet elements can be found at the Division of Personnel web site, Quick Links, Newsletters, under HR Update choose [FY05 Issue16 Attachment 1](#).

### Timesheet requirements – Jury Duty

Requests for court leave must be supported by the written notice of jury duty, the subpoena, or the marshal's statement of attendance. Documentation for all court leave must be attached to the timesheet with the leave slips for processing.

**Quote:** *“Redefining a goal does not mean that you have failed, only that you have learned from your experience.”*  
~ Excerpt from instant karma

### 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 Group welcomes Rachel Atkinson as the new General TS Supervisor; she can be reached at 465-2782. 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/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](#).