

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 10, End Date 05/15/2005
Number of Days/Hours in Pay Period	10 Days / 75 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	5/19/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 5/1/05 – 5/15/05	5/18/2005 *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 5/31/2005
Warrant mail Date:	5/25/2005
Direct Deposit:	5/26/2005

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.

Returning Seasonal GGU Employees

Please make sure returning GGU employees complete the GGU Overtime / Compensatory Time Option form. This form must be completed and submitted to the Tech Services Office with the PARF. The form is posted on the DOP website under HR forms alphabetical list and within the employee packets for returning seasonals.

Quote: “It’s taken me all my life to learn what not to play.” ~ Musician Dizzy Gillespie

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 welcomes Catrina Caudle to our team! Congratulations Catrina!

Public Protection Tech Services: FAX: 465-2202, or 465-3381. Public Protection TS Center welcomes Dennis Berkeley (465-3318, after 5/18/05) to our Team! Dennis has been on the TS support staff and his promotion to HR Tech II serving Dept of Corrections is effective May 18th. Congratulations Dennis!

Resources Technical Services: FAX: 465-4825 or 465-5511. Amber Armstrong (465-4121) has accepted a promotion and is the Tech III contact for Fish & Game, it was effecting 4/20/05. Resources TS Center has no additional information.

General Technical Services: FAX: 465-1888 or 465-2475. General Agencies 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](#).