

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	11
Pay Period End Date	05/31/2004
Number of Days in Pay Period:	11
Number of Hours in Pay Period	82.5 (Div. of Finance Pay Period Days/Hours for 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	One (1)– 05/31/04 - http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
CUTOFF INFORMATION:	
Timesheet input 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	06/04/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective: 5/16-5/31/04	06/04/2004 *Actions need to be received by 10:00 a.m. in order to be processed with payroll. If an action is received after this date, we cannot guarantee it will get done.
Warrant Information:	Official Payday is 06/15/04
Warrant mail Date:	06/10/2004
Direct Deposit:	06/11/2004

Holiday pay:

This pay period there is a holiday on 5/31/04. Please remember to keep in mind the rules for pro-rating part time employee holiday pay. If you need assistance with this calculation, please contact your Technical Services Center.

Part-Time Employee:

All part-time employees must have code 961 for unscheduled hours entered into the pay batch. This code is used to pro-rate the employee's pay period leave accrual. To properly calculate the amount of 961 hours to enter into the pay batch, subtract the total of regular hours worked, leave taken and holiday from the pay period hours. In this calculation do not include overtime, shift differentials, etc.) Example: (Number of Hours in the Pay Period) 82.50 – 75.00 (total hours worked, leave and holiday) = 7.50 hours for 961. If you have any questions, please contact your Technical Service Center.

Comings and Goings:

Rachel Atkinson has been promoted to the position of Human Resources Technical Services Supervisor II. Rachel has responsibility for supervision of the General Agencies, Resources and Public Protection Technical Services Centers.

The General Agencies Technical Services Center has hired two new HRT II's, Diane Enanoria and Victoria Roberts, who will start on June 1st. Additionally, Susan King has been promoted from Administrative Clerk III to HRT II effective 6/1/04.

The H&SS Technical Services Center has Lori Day coming onboard as a new HRT II 6/1. Teri Hill is also interviewing for a HRT III for the Juneau office.

In the Resources Technical Services Center, Susan Frederick will be retiring as a HRT II effective 6/1 and Ronald Delapaz will be joining the group as a College Intern on 5/24/04.

The Public Protection Technical Services Center will also have a new HRT II, Somer Duvall, starting on 6/1/04.

An updated telephone listing of all Technical Services staff can be found on the Division of Personnel website under Section Contacts-Technical Services Unit. Please check this periodically for updated TS staff listing and contact information.

SBS/Select Benefits Open Enrollment:

Open enrollment for Select Benefits and Supplemental Benefits begins on Monday, May 24 and ends Friday, June 11 at 5 p.m. Alaska time. If you have questions, contact the Benefits Section toll-free at 800-821-2251, in Juneau at (907) 465-8600 or by e-mail at benefits@admin.state.ak.us.

Open Enrollment is your opportunity to change benefits for health, [life](#), [disability](#), [health care reimbursement account](#) (HCRA), and [dependent day care reimbursement account](#) (DCRA). All employees who want to continue their HCRA or DCRA must re-enroll. All other employees enroll only if you want to make changes.

Select Benefits—enroll to change all health, death and disability benefits. Must re-enroll to continue Health or Dependent Day Care Reimbursement Account contributions.

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General Government—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. Contact your [union health trust](#) for information on enrolling in the trust health plan and other health benefits.

Master, Mates, & Pilots—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. *Health insurance is provided by your union health trust.*

Troopers/Airport Safety—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. *Health insurance is provided by your union health trust.*

TEAME—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Day Care Reimbursement Account contributions. *Health insurance is provided by your union health trust.*

Local 71—all benefits are provided by your union trust.

ACSEA—all benefits are provided by your union trust.

ASEA/GGU Open Enrollment:

The ASEA/AFSCME Local 52 Health Benefits Trust Open Enrollment for the 2004-2005 Plan Year begins on May 17th, 2004. Your Open Enrollment packs will be mailed out May 14, 2004. Open Enrollment ends June 11, 2004. You must enroll online, by fax, or by mailing (must be postmarked by June 11, 2004) your enrollment forms to the Administration Office by June 11, 2004. Contact the Health Trust at <http://www.aseahealth.org/>

Useful websites:

Division of Finance
Retirement & Benefits
Deferred Comp Plan
GGU Health Trust
LTC Local 71 Trust

<http://fin.admin.state.ak.us/dof/payroll/index.jsp>

<http://www.state.ak.us/local/akpages/ADMIN/drj/home.htm>

<http://www.state.ak.us/local/akpages/ADMIN/drj/dcp/dcp/home.htm>

<http://www.aseahealth.org/>

<http://www.local71.com/benefits/index.htm>