

# 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 11, End Date 05/31/2005</b>
Number of Days/Hours in Pay Period	<b>12 Days (11 + H) / 90 hrs (82.5 + H) (Div. of Finance Pay Period Days/Hrs 2005)</b> <a href="http://fn.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fn.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
Number of Holidays	<b>1, Memorial Day</b> <a href="http://fn.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fn.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>6/3/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 5/16/05 – 5/31/05	<b>6/2/2005</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 6/15/2005</b>
Warrant mail Date:	<b>6/9/2005</b>
Direct Deposit:	<b>6/10/2005</b>

## Hot Topics:

**Positive Open Enrollment for Select Benefits, May 13 through June 10<sup>th</sup>, 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.

**Quote:** *“Don’t confuse your life and your work; the second is only part of the first.”*  
~ Excerpt from instant karma

## Contact info:

**Please call your Tech Services contact if you have any questions.**

**H&SS Technical Services:** H&SS TS has no additional information.

**Juneau Office – FAX: 465-2384. Anchorage Office – FAX: 561-0600.**

**DOT Technical Services:** FAX: 465-2019. DOT TS has no additional information.

**Public Protection Tech Services:** FAX: 465-2202, or 465-3381. Public Protection TS has no additional information.

**Resources Technical Services:** FAX: 465-4825 or 465-5511. Resources TS has no additional information.

**General Technical Services:** FAX: 465-1888 or 465-2475. General Agencies TS has no additional information.

## Useful websites:

Division of Finance <http://fn.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](#).