

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 12, End Date 06/15/2005
Number of Days/Hours in Pay Period	11 Days / 82.50 (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	6/20/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 6/1/05 –6/15/05	6/17/2005 *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 6/30/2005
Warrant mail Date:	6/24/2005
Direct Deposit:	6/27/2005

Hot Topics:

Please review the memo providing guidance/clarification for reporting GGU additional meal breaks. The memo is posted on the Labor Relations Agency website at <http://dop.state.ak.us/fileadmin/lr/pdf/AdditionalMealBreakClarification1.pdf>. If you have questions regarding the reporting of additional meal periods, please contact your Technical Services office.

Reminder: 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: *“The secret to my success was that somehow I always managed to live to fly another day.”*
~ Test Pilot General Chuck Yeager

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. Debbie Boylan (465-1334) has joined our team as the HR Tech III for DMVA and Public Safety. Debbie has previously worked with Public Safety HR and H&SS. Welcome Debbie!

Resources Technical Services: FAX: 465-4825 or 465-5511. Inga Aanrud has accepted a promotion within the Division of Personnel, Statewide Planning and Research. Congratulations Inga! Chan Donner (465-8575) has joined our team as the HRT II for Fish & Game and Nino Bohulano (465-6170) as the HRT II for DNR. Congrats Chan and Nino.

Morgan Carter (465-8285) and Ron DeLapaz (465-8284) are here to process the EFF Payroll for the summer! The EFF Hotline number is 1-800-478-2625.

General Technical Services: FAX: 465-1888 or 465-2475. General Agencies TS 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/drb/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/drb/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](#).