

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 15, End Date 07/31/2005
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	8/4/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 7/16/05 –7/31/05	8/3/2005 *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 8/15/2005
Warrant mail Date:	8/10/2005
Direct Deposit:	8/11/2005

Hot Topics:

The Division of Personnel website has a new look. The home page has been updated and additional sections will be updated over the next few weeks. Check us out at <http://dop.state.ak.us/>.

The Division of Personnel will soon be issuing a new State Confidentiality of Information Acknowledgement Form. The form will be mandatory for all State employees and requires a signature. More information will follow, as it becomes available. Look for information on this and other interesting topics in the HR Update Newsletter (located on the DOP website under Quick Links – HR Publications).

On 8/1/05 a change to Alaska Administrative Manual will be published adding section AAM 100. The link can be found on the Division of Finance Website at http://fin.admin.state.ak.us/dof/ak_admin_manual/aam_toc.jsp.

Employee Call Center: Please direct employees to the Employee Call Center when they have general questions about their pay and employment. The Employee Call Center phone number is (907) 465-3009.

Quote: *“It isn’t where you came from; it’s where you’re going that counts.” ~ Ella Fitzgerald*

Group contact info: Please call your Tech Services contact if you have any questions.

H&SS Technical Services: Carla Williams (465-1688) has joined us, she promoted from the Support Team.
Juneau Office – FAX: 465-2384. Anchorage Office – FAX: 561-0600.

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

DOT/HSS Support Team: We have several new staff members. Christina Jones, Susan King, Osce Robertson, and Betsy Sandberg – welcome everybody!

General Technical Services: FAX: 465-1888 or 465-2475. Tim Reimer has accepted a promotion with the division of Retirement & Benefits, congratulations Tim! General Agencies TS has no additional information.

Public Protection Tech Services: FAX: 465-2202, or 465-3381. Emy Abad has accepted a promotion with the Classification section, congratulations Emy! Public Protection TS has no additional information.

Resources Technical Services: FAX: 465-4825 or 465-5511. Resources TS has no additional information.
The EFF Hotline number is 1-800-478-2625.

General/Public Protection/Resources Support Team: We have several new staff members over the last few months: Gerry Crossley, Doug Harris (promoted from DOT/HSS support), and Rachelle Hoyle. Nora Toner has accepted a promotion as the lead for the Support Team. Welcome everybody!

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/dr/b/home.htm>
Deferred Comp Plan <http://www.state.ak.us/dr/b/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](#).