

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 16, End Date 08/15/2005
Number of Days/Hours in Pay Period	11 days / 82.5 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	8/18/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 8/1/05 –8/15/05	8/17/2005 *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 8/31/2005
Warrant mail Date:	8/24/2005
Direct Deposit:	8/25/2005

Hot Topics:

How are holidays for a part-time employee calculated? For employees who are working a regular schedule, the number of prorated holiday hours is calculated by dividing the number of regular scheduled hours for the workweek by five (the number of days in a normal workweek) and rounding the result to the nearest two digits. For additional information and more examples for part-time employees refer to section 290.050 of the Alaska Administrative Manual http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/290.pdf. The Alaska Administrative Manual is posted on the Division of Finance website.

Are you detail-oriented and like working with numbers? Do you like timesheet entry and working in AKPAY? Are you interested in working in Technical Services? Technical Services is always looking for enthusiastic people who excel working in a fast-paced environment and who want to learn more about personnel and payroll. For more information regarding positions in Technical Services please review the Human Resource recruitment bulletins posted on Workplace Alaska. <http://notes4.state.ak.us/wa/mainentry.nsf/WebData/1hp1HomePage/?Open>

Quote: *“I take a simple view of living: It is - Keep you eyes open and get on with it.”*

~ Laurence Olivier

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

H&SS Technical Services: Zeno Cole has resigned. H&SS TS has no additional information.

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

DOT Technical Services: FAX: 465-2019. Bell Hesson is retiring as of 8/19/05 – congratulations Bell. DOT TS has no additional information.

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

Public Protection Tech Services: FAX: 465-2202, or 465-3381 Laura Wallrath has resigned and Emy Abad has accepted a promotion to a position within 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.

Employee Call Center: (907) 465-3009. EFF Hotline: 1-800-478-2625.

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](#).