

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 18, End Date 09/15/2005
Number of Days/Hours in Pay Period	11 days (10+Hol)/ 82.5 hrs (75+7.5 H) (Div. of Finance Pay Period Days/Hrs 2005) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 – Labor Day, 9/5/05 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	9/20/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 9/1/05 –9/15/05	9/19/2005 *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 9/30/2005
Warrant mail Date:	9/26/2005
Direct Deposit:	9/27/2005

Hot Topics:

Reminder for timekeepers for the Holiday this pay period: All hours worked on a holiday for an overtime/leave eligible employee should be coded to the 249 code in the employee’s payroll batch.

AKPAY Training – Technical Services is now offering classes in AKPAY Basics and AKPAY for Timekeepers through TrainAlaska during the 2005-2006 Open Enrollment Course Delivery schedule. Classes will be offered monthly in Juneau and quarterly in Anchorage. What is it all about? For more information visit the [Training & Development website](#).

Technical Services has several new Human Resource Tech II contacts within our teams. They are participating in a structured, intensive training plan specifically designed for Technical Services staff. Your new contact may not be immediately available, however, by the first payroll cutoff in October they will be participating in the processing of payroll and personnel actions on a regular basis. If your contact is unavailable, please contact the Human Resource Tech III for your department.

Quote: *“Everyone has a gift for something, even if it is the gift of being a good friend.”*
~ singer Marian Anderson

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

H&SS Technical Services: Juneau H&SS Team welcomes Shannon Ely (465-1687) our new payroll contact.
Juneau Office – FAX: 465-2384. Anchorage Office – FAX: 561-0600.

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

General Technical Services: FAX: 465-1888 or 465-2475. General Agencies Team welcomes Krista Skannes. Krista (465-5976) is the new payroll contact for the Dept of Labor.

Public Protection Tech Services: FAX: 465-2202, or 465-3381. Public Protection Team welcomes Ron DeLapaz and Susan Crandall. Ron (465-1853) is the new payroll contact for Dept of Military and Veteran Affairs and Public Safety’s Exempt and LTC employees. Susan (465-6019) is the new contact for Dept of Corrections. Mike Rader (465-3323) is the contact for the Troopers.

Resources Technical Services: FAX: 465-4825 or 465-5511 Resources Team welcomes Morgan Carter. Morgan (465-4122) is the new contact for Natural Resources, Division of Forestry – he replaced Demi Reber. Morgan was overseeing the EFF payroll last summer.

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

Useful websites:

Division of Finance
Retirement & Benefits
Deferred Comp Plan

<http://fin.admin.state.ak.us/dof/payroll/index.jsp>
<http://www.state.ak.us/local/akpages/ADMIN/dr/b/home.htm>
<http://www.state.ak.us/dr/b/dcp/dcp.shtml>

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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](#).