Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	**Pay Period 19, End Date 09/30/2005**
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	**10/05/2005** – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 9/16/05 –9/30/05	**10/04/2005** *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 10/14/2005**
Warrant mail Date:	**10/11/2005**
Direct Deposit:	**10/13/2005**

Hot Topics:

What are the Responsibilities of a Timesheet Collector?

The main duties and responsibilities of the timesheet collector, in relation to the collection and transmittal of timesheets, is to review timesheets for completeness, accuracy, and ensure that they are processed timely. This includes researching and correcting errors on timesheets to ensure compliance with state or departmental policies, and union contracts, *before* submitting them to Technical Services.

General Guidelines

1. Collect timesheets from all employees each pay period.
2. Review timesheets for completeness and accuracy.
   - All fields are completed with correct information.
   - Carry forward hours are noted for workweeks split between pay periods.
   - The minimum workweek requirement is met for each workweek.
   - All leave is recorded in the correct columns and the hours/dates correspond to the leave slips.
   - Miscellaneous leave types are clearly defined on the leave slips.
   - All Leave slips are complete and attached to the back upper left corner of the timesheet.
   - Other supporting documentation is complete and attached behind the leave slips (i.e. travel questionnaire is complete is employee was in travel status, jury duty slips, etc).
   - Any override coding on the timesheet is correct.
   - The timesheet and attached documents are signed by the employee and supervisor, as appropriate.
   - The employee's payroll batch number should be noted on each timesheet in the appropriate field.

3. Submit to Technical Services with Seeded Batch Report.
   - Timesheets should be in alphabetical order and clipped to the Seeded Batch Report.
   - Missing timesheets should be noted on the report.
   - New employees should be noted on the report.
   - Submitted on or before the timesheet due date each pay period.

These are the basic guidelines/expectations, however the process may vary slightly depending on which department/division for which the timekeeper is collecting timesheets. If you have questions or need clarification about this process please discuss them with your technical services contact.

The HR Payroll Solution Project – A target date of January 2008 has been set to have a new payroll system implemented. The Division of Finance has information about the project posted on their web site at http://fin.admin.state.ak.us/dof/systems_replacement/index.jsp.

Check Stuffer: Included along with the 9/27/05-payroll warrant/advice is an insert for the Deferred Compensation Plan. The stuffer will inform employees about the availability of the plan, amounts they can contribute, the ability to use leave cash-ins toward DC contributions and much more. There is still time for employees to enroll in the plan or make changes in their monthly contributions should they want to defer income for year 2005. Contact Retirement & Benefits Deferred Comp coordinator for assistance. All deferred compensation plan forms are available on the website at http://www.state.ak.us/drb/dcp/dcp.shtml .

Quote: *"Age is nothing but experience, and some of us are more experienced than others."*
~ Humorist Andy Rooney

Team contact info: Please call your Tech Services contact if you have any questions.
H&SS Technical Services: Juneau H&SS Team has no additional information.
***Juneau Office* – FAX: 465-2384.** ***Anchorage Office* – FAX: 561-0600.**
DOT Technical Services: FAX: 465-2019. DOT Team has no additional information.
General Technical Services: FAX: 465-1888 or 465-2475. General Agencies Team has no addition information.
Public Protection Tech Services: FAX: 465-2202, or 465-3381. Public Protection Team has no additional information.
Resources Technical Services: FAX: 465-4825 or 465-5511 Resources Team 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.