

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number and End Date	<b>Pay Period 21, End Date 10/31/2005</b>
Number of Days/Hours in Pay Period	<b>11 days (10+H) / 82.50 (75+7.5 H) (Div. of Finance Pay Period Days/Hrs 2005)</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
Number of Holidays	<b>1 - October 18, Alaska Day</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
<b>CUTOFF INFORMATION:</b>	
Timesheet cutoff for timesheets entered in the Division are due:	<b>For cut-off dates, please refer to the appropriate calendar for your Tech Center</b>
Timesheets input in HR office due:	<b>Same as above</b>
Time and Attendance Cutoff Date:	<b>Same as above</b>
Travel Questionnaires and Back-up	<b>Same as above</b>
Cash In Cut off Date	<b>11/4/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 10/16/05 –10/31/05	<b>11/3/2005</b> *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. <b>Please send actions in as you receive them, do not “wait” until the cutoff date.</b>
<b>Warrant Information:</b>	<b>Official Payday is 11/15/2005</b>
Warrant mail Date:	<b>11/10/2005</b>
Direct Deposit:	<b>11/14/2005</b>

## **Hot Topics:**

**Mandatory Leave** – Mandatory Leave notifications have been sent out. Make sure to get your leave scheduled to use before December 15<sup>th</sup>, 2005.

**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.

**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](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.

**Outstanding Moving, Mileage & Per Diem:** Year-end is quickly approaching! Please ensure all outstanding transactions are submitted to process in time for final year-end reporting.

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:** *“Those docs, they always ask you how you live so long. I tell'em: “If I'd known I was gonna live this long, I'd have taken better care of myself”.” ~ Musician Eubie Blake*

**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/drbb/home.htm>

Deferred Comp Plan

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