

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 01, End Date 12/31/2005
Number of Days/Hours in Pay Period	11 days (10 + Hol) / 82.50 (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	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	1/4/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 12/16/05 –12/31/05	1/4/2006 *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 1/13/2006
Warrant mail Date:	1/10/2006
Direct Deposit:	1/11/2006

Hot Topics:

2006 Timekeeper/Payroll Schedules are now posted on the Division of Personnel Website under Quick Links. The Schedules provide deadlines to payroll contacts and timekeepers for each pay period for processing payroll. If you have questions, please contact Technical Services for assistance. A link is included under the Useful Websites listed below for your convenience.

Happy New Year!

Quote: *“If we all did the things we are capable of doing, we would literally astound ourselves.”*
~ Thomas Alva Edison

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: 269-3598.

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 additional 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](#).
 Timekeeper/Payroll Schedules <http://dop.state.ak.us/index.php?id=1067>