

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 02, End Date 1/15/2006
Number of Days/Hours in Pay Period	10 days (9 + Hol) / 75 hrs (67.5 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2006) 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 Timekeeper payroll schedules http://dop.state.ak.us/index.php?id=1067
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	1/20/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 1/1/06 –1/15/06	1/19/2006 *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 1/31/2006
Warrant mail Date:	1/26/2006
Direct Deposit:	1/27/2006

Hot Topics:

Timesheet requirements – Jury Duty

Requests for court leave must be supported by the written notice of jury duty, the subpoena, or the statement of attendance. Documentation for all court leave must be attached to the timesheet with the leave slips for processing.

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their pay and employment. The Employee Call Center phone number is (907) 465-3009.

Timesheets, PARFs, etc – 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, Thank you very much!

Enjoy the Monday Holiday and have a nice long weekend.

Quote: *“Knowledge comes, but wisdom lingers,” ~ Tennyson, Locksley Hall*

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 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](#).