

# 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 04, End Date 2/15/2006</b>  |
| Number of Days/Hours in Pay Period  | <b>11 days / 82.5 hrs (Div. of Finance Pay Period Days/Hrs 2006)</b><br><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>None</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><br><a href="http://dop.state.ak.us/index.php?id=1017">http://dop.state.ak.us/index.php?id=1017</a>  |
| 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>2/21/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>   |
| <b>Personnel Action Cut off Date</b><br>for Actions effective from<br>2/1/06 –2/15/06 | <b>2/17/2006</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 2/28/2006</b>   |
| Warrant mail Date:  | <b>2/24/2006</b>  |
| Direct Deposit:   | <b>2/28/2006</b>  |

## **Hot Topics:**

### **Requests for Duplicate W-2**

Duplicate W-2s are being requested through the Employee Call Center 465-3009. Please refer employees to this number should they need assistance.

Employees who need to update mailing addresses should complete an Address Change Authorization form and submit to their Technical Service Office. This form can be found on the HR Forms link provided below.

### **New Earnings Codes for Timekeeping**

Two new earnings codes, 21A and 21B have been added to AKPAY effective 01/01/2006. These codes are to be used for supervisory employees only.

21A -Standby Excludable SS (Overtime Ineligible)

21B - Standby Includable SS (Overtime Eligible)

Please note the computation is based on the number of days being entered into the pay batch. A supervisory employee on standby for a 24-hr period must be entered as 1 day in the hours field when entering batch information in AKPAY.

Also, a new earnings code, 108 LTC Temporary Upgrade, has been added to AKPAY effective 01/16/2006. This is for LTC employees – the code 108 code is used instead of the 100 code (regular pay) for days working temporarily at a higher classification.

If you have questions about or need to use the new earnings codes for timekeeping and would like additional information, please call your technical services contact for guidance.

### **Forms Update Information from the Division of Retirement & Benefits**

Changes to SBS and DCP Beneficiary forms have been made as follows:

- 1) The Supplemental Annuity Plan (SBS-AP) has been separated from Supplemental Benefits Insurance. To designate beneficiaries for the SBS-AP, the new Supplemental Annuity Plan Beneficiary Designation form SBS006 should be used. The spousal beneficiary waiver is included as a part of this form.
- 2) To designate beneficiaries for Supplemental Benefit Life, AD&D or Survivor insurance, the SBS/Select Benefits Beneficiary form has been replaced with the SBS Beneficiary (Life, AD&D, Survivor) form 02-1841.
- 3) The DCP Financial and Beneficiary Changes form DCP002 has been revised to include the spousal beneficiary waiver on page two of the form.
- 4) The SBS-AP/DCP Beneficiary Spousal Waiver form (GEN016) has been eliminated since spousal waivers are now included as a part of SBS-AP and DCP beneficiary designation forms.
- 5) Beneficiary social security number boxes have been added to the SBS-AP and DCP beneficiary forms. The forms will still be accepted even if beneficiary social security numbers are not provided.

# Technical Services Newsletter

The revised forms are now available under "Beneficiary Forms" in the forms and brochures portion of the Division of Retirement and Benefits website. <http://www.state.ak.us/drb/forms/beneficiary-forms.shtml>

Please replace electronic or paper copies of these forms with the current forms. For an indefinite period of time the discontinued SBS/Select Benefits Beneficiary form will continue to be accepted from participants. The previous version of the DCP Financial and Beneficiary Changes form will also continue to be accepted as long as the spousal beneficiary waiver is not required.

## **Comings & Goings:**

Comings – Technical Services welcomes Fran Compton (DOT/HSS Support Team), Verdi Brogdon and Art Kolter (General/Public Protection/Resources Support Team).

Goings - Demi Reber (General), Erlinda Padura (General), and Jan Jerue (DOT) – Best wishes and good luck in your new endeavors!

**Quote:** *"Choices are the hinges of destiny."* ~ Edwin Markham

**Team FAX info:** Please call your Tech Services contact if you have any questions.

**H&SS Technical Services:**      **Juneau Office FAX: 465-2384**      **Anchorage Office FAX: 269-3598**

**DOT Technical Services:**      **Juneau Office FAX: 465-2019**      **Anchorage Office FAX: 269-0497**

**General Agencies Technical Services, Juneau:**      **FAX: 465-1888 or 465-2475**

**Public Protection Tech Services, Juneau:**      **FAX: 465-2202 or 465-3381**

**Resources Technical Services, Juneau:**      **FAX: 465-4825 or 465-5511**

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](#).