

# 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 07, End Date 3/31/2006</b>
Number of Days/Hours in Pay Period	<b>12 days (11+Hol) / 90 hrs (82.5 +7.5 Hol) (Div. of Finance Pay Period Days/Hrs 2006)</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 – Seward’s 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> <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>4/5/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 3/16/06 –3/31/06	<b>4/4/2006</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 4/14/2006</b>
Warrant mail Date:	<b>4/11/2006</b>
Direct Deposit:	<b>4/12/2006</b>

**Hot Topics:**

**Family Leave and Timesheets** - Family leave should be documented on the leave slip, not the timesheet. This is for the purposes of confidentiality of medical information.

**Holiday Reminders 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.

**Are you detail-oriented and like working with numbers?** Do you like timesheet entry and working in AKPAY? Are you interested in working in Technical Services? Technical Services is always looking for enthusiastic people who excel working in a fast-paced environment and who want to learn more about personnel and payroll. For more information regarding positions in Technical Services please review the Human Resource recruitment bulletins posted on Workplace Alaska.

**April 15<sup>th</sup> – Tax Day – is approaching fast!** Don’t forget to do your taxes! If needed, duplicate W-2s can be requested through the Employee Call Center 465-3009. Please refer employees to this number should they need assistance.

**Comings & Goings:**

General Agencies Technical Services Team welcomes Rikki Gelston.

**Quote:** *“In skating over thin ice, our safety is in our speed.”* ~ Ralph Waldo Emerson

**Team FAX info:** Please call your Tech Services contact if you have any questions- [Contact Us](#).

**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/dr/b/home.htm>  
 Deferred Comp Plan <http://www.state.ak.us/dr/b/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](#).