

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 09, End Date 4/30/2006
Number of Days/Hours in Pay Period	10 days / 75 hrs (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 http://dop.state.ak.us/index.php?id=1017
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	5/4/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 4/16/06 –4/30/06	5/3/2006 *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 5/15/2006
Warrant mail Date:	5/10/2006
Direct Deposit:	5/11/2006

Hot Topics:

Fairbanks AKPAY Training – Technical Services is offering classes in AKPAY Basics and AKPAY for Timekeepers in Fairbanks May 30th and 31st. Enrollment is through the Training & Development website, TrainAlaska link at <http://dop.state.ak.us/index.php?id=10>

Comings & Goings:

The Managers Office welcomes both Amra Remsburg and Julie Coffin to our support team. Congratulations & welcome everybody!

Public Protection: Susan Crandall has accepted a position with the Court System, her last day was April 24th - Good luck!

Quote: *“In nature, there are neither rewards nor punishments; there are consequences.”*
~Robert Greene Ingersoll

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/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](#).