

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 13, End Date 6/30/2006
Number of Days/Hrs in Pay Period	11 days / 82.5 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 calendar for your Service 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	7/6/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 6/16/06 –6/30/06	7/5/2006 – *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 7/15/2006
Warrant mail Date:	7/11/2006
Direct Deposit:	7/13/2006

Hot Topics:

The June 2, 2006 memorandum, **Leave Administration Guidelines**, issued from Labor Relations rescinds the memorandum of August 6, 2003. This memorandum addresses the accounting of leave, beginning June 16, 2006, and applies to overtime eligible employees in the General Government, Supervisory, Confidential, Correctional Officers, and LTC bargaining units. Labor Relations has made the determination that this guidance also applies to Exempt and Partially Exempt employees who are overtime eligible.

A link to the memorandum, which is currently posted on the Labor Relations website, is provided under “Hot Topics” on the Technical Services homepage as well. The workweek examples, as described in the memorandum, are posted on the Technical Services page as an additional reference. If you have any questions regarding the application of these guidelines as timesheets are processed, please do not hesitate to contact Technical Services for assistance.

Health Insurance Contributions: Remember that the June 30th payroll takes Health Insurance contributions for July; employees may notice a difference in their pay due to coverage elected at open enrollment. Employees who have questions regarding their benefits/elections are encouraged to contact the Division of Retirement & Benefits; the website for Retirement & Benefits is listed below.

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.

Quote: “You can’t hold a man down without staying down with him.” ~ Booker T. Washington

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](#).