**Reminders:**

**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.

**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.

**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!

To ensure new employees are receiving the most up-to-date information and HR forms, all supervisors and hiring managers should be accessing new hire packets through the Division of Personnel web page as noted below.

**Quote:** “Today is your day! Your mountain is waiting. So, get on your way.” ~ Dr. Seuss

**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.