

Technical Services Newsletter

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| Pay Period Information: | Semi Monthly Payroll information listed below. |
| Pay Period Number and End Date | Pay Period 01, End Date 12/31/2006 |
| Number of Days/Hours in Pay Period | 10 days (9 + Hol) / 75 (67.5 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2007) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp |
| Number of Holidays | 1, Christmas 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 |
| 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 | 1/3/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS! |
| Personnel Action Cut off Date for Actions effective from 12/16/06 –12/31/06 | 1/3/2007 *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 1/12/2007 |
| Warrant Mail Date: | 1/9/2007 |
| Direct Deposit: | 1/10/2007 |

Hot Topics:

This is a short payroll cutoff due to the upcoming Holiday. Please submit timesheets and payroll actions as soon as possible! Your help is appreciated!

2007 Timekeeper/Payroll Schedules are now posted on the Division of Personnel Website under Quick Links. The Schedules provide deadlines to payroll contacts and timekeepers for each pay period for processing payroll. If you have questions, please contact Technical Services for assistance. A link is included under the Useful Websites listed below for your convenience.

Happy New Year!

Quote: *"If we all did the things we are capable of doing, we would literally astound ourselves."*
~ Thomas Alva Edison

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

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](#).