

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 03, End Date 1/31/2007
Number of Days/Hours in Pay Period	12 days / 90 hrs (Div. of Finance Pay Period Days/Hrs 2007) 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=1067
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	2/2/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 1/16/07 –1/31/07	2/2/2007 *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 2/15/2007
Warrant mail Date:	2/12/2007
Direct Deposit:	2/13/2007

Hot Topics:

W-2's have been distributed! W-2s have been mailed out. Employees should be expecting them in the mail during the last two weeks of January. Duplicate W-2s may not be requested and are not available until after February 1st – duplicate requests are processed through the employee call center.

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

It's a new payroll year! 2007 payroll calendars have been distributed to payroll contacts and administrative staff. If you haven't received it yet, contact your Tech Services Center. The calendars are also posted on the Technical Services website.

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.

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 grow up the day you have the first real laugh – at yourself.” ~ Ethel Barrymore*

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](#).