

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 04, End Date 02/15/2007
Number of Days/Hours in Pay Period	11 days / 82.50 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	2/16/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 2/1/07 –2/15/07	2/16/2007 *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 2/28/2007
Warrant mail Date:	2/23/2007
Direct Deposit:	2/27/2007

Hot Topics:

This Payroll cutoff is very short due to the 2/19/07 Holiday, submitting timesheets and PARFs to Technical Services as soon as possible will be crucial to assist with meeting payroll deadlines this pay period. The sooner, the better - your assistance is greatly appreciated! Thanks!

Requests for Duplicate W-2

If you haven't received your W-2 by the end of the first week in February, please contact the Employee Call Center if you would like to request a duplicate, 465-3009. Please refer employees to this number should they need assistance.

Employees who need to update mailing addresses should complete an Address Change Authorization form and submit to their Technical Service Office. This form can be found on the HR Forms link provided below.

Are you detail-oriented and like working with numbers? Do you like timesheet entry and working in AKPAY? Are you interested in working in Technical Services? Technical Services is always looking for enthusiastic people who excel working in a fast-paced environment and who want to learn more about personnel and payroll. For more information regarding positions in Technical Services please review the Human Resource recruitment bulletins posted on Workplace Alaska.

Quote: "Most people like hard work. Particularly when they are paying for it." ~ Franklin P. Jones

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](#).