

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number and End Date	<b>Pay Period 06, End Date 03/15/2007</b>
Number of Days/Hours in Pay Period	<b>11 days / 82.5 hrs (Div. of Finance Pay Period Days/Hrs 2007)</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
Number of Holidays	<b>None</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
<b>CUTOFF INFORMATION:</b>	
Timesheet cutoff for timesheets entered in the Division are due:	<b>For cut-off dates, please refer to the appropriate calendar for your Tech Center</b> <a href="http://dop.state.ak.us/index.php?id=1067">http://dop.state.ak.us/index.php?id=1067</a>
Timesheets input in HR office due:	<b>Same as above</b>
Time and Attendance Cutoff Date:	<b>Same as above</b>
Travel Questionnaires and Back-up	<b>Same as above</b>
Cash In Cut off Date	<b>3/19/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 3/1/07 –3/15/07	<b>3/19/2007</b> *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. <b>Please send actions in as you receive them, do not "wait" until the cutoff date.</b>
<b>Warrant Information:</b>	<b>Official Payday is 3/30/2007</b>
Warrant mail Date:	<b>3/27/2007</b>
Direct Deposit:	<b>3/28/2007</b>

## Hot Topics:

### **Requests for Duplicate W-2**

Duplicate W-2s are being requested through the Employee Call Center at 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.

**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.

PARFS are also required for acting status actions; begin acting status, end acting status and extending acting status.

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!

**Quote:** *“Nothing fixes a thing so intensely in the memory as the wish to forget it.” ~ Michel de Montaigne*

**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/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](#).