

# 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 07, End Date 03/31/2007</b>
Number of Days/Hours in Pay Period	<b>11 days (10 + Hol) / 82.5 hrs (75 +7.5 H) (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>1 – Seward’s Day</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>4/3/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 3/16/07 –3/31/07	<b>4/3/2007</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 4/13/2007</b>
Warrant mail Date:	<b>4/10/2007</b>
Direct Deposit:	<b>4/11/2007</b>

## Hot Topics:

**April 15<sup>th</sup> – Tax Day – is approaching fast!** Don't forget to do your taxes! If needed, duplicate W-2s can be requested through the Employee Call Center 465-3009. Please refer employees to this number should they need assistance.

**Holiday Reminders for timekeepers** for the Holiday this pay period: All hours worked on a holiday for an overtime/leave eligible employee (GGU, SU, LTC) should be coded to the 249 code in the payroll batch.

**How are holidays for a part-time employee calculated?** For employees who are working a regular schedule, the number of prorated holiday hours is calculated by dividing the number of regular scheduled hours for the workweek by five (the number of days in a normal workweek) and rounding the result to the nearest two digits. For additional information and more examples for part-time employees refer to section **290.050** of the Alaska Administrative Manual [http://fin.admin.state.ak.us/dof/ak\\_admin\\_manual/resource/290.pdf](http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/290.pdf). The Alaska Administrative Manual is posted on the Division of Finance website.

## Comings and Goings

The Technical Services Trainer, Jo Keys, last day was March 23<sup>rd</sup>. She is moving; she will be greatly missed.

Quote: *“There are many in this old world of ours, who hold that things break about even for all of us. I have observed for example that we all get the same amount of ice. The rich get it in the summertime and the poor get it in the winter.” ~ Bat Masterson*

**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](#).