

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 08, End Date 04/15/2007
Number of Days/Hours in Pay Period	10 days / 75 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	4/17/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 4/1/07 –4/15/07	4/17/2007 *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 4/30/2007
Warrant mail Date:	4/25/2007
Direct Deposit:	4/26/2007

Hot Topics:

April 15th – Tax Day - 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.

Timesheet requirements – Jury Duty

Requests for court leave must be supported by the written notice of jury duty, the subpoena, or the statement of attendance. Documentation for all court leave must be attached to the timesheet with the leave slips for processing.

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!

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.

Comings and Goings

Shannon Ely promoted into the Technical Services Trainer position. She began on April 9, 2007.

Quote: The course of life is unpredictable...no one can write his autobiography in advance.

~ Abraham Joshua Heschel

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](#).