

# 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 16, End Date 08/15/2007</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>	<b>8/16/2007</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>8/17/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 8/1/2007 – 8/15/2007	<b>8/17/2007</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 8/31/2007</b>
Warrant Mail Date:	<b>8/27/2007</b>
Direct Deposit:	<b>8/28/2007</b>

## **Hot Topics:**

**AKPAY Training** – The AKPAY Basics and AKPAY for Timekeepers classes have been scheduled through TrainAlaska for the 2007-2008 Open Enrollment Course Delivery. Classes will be offered monthly in Juneau and quarterly in Anchorage. What is it all about? For more information visit the Training & Development website at <http://dop.state.ak.us/index.php?id=10>.

**\*REMINDER\*** Actions need to be received **no later than 8/17/07** 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.** Thank you, we appreciate your effort in getting timesheets and paperwork submitted timely, so we have sufficient time for processing. Thanks!

## **Comings and Goings:**

General Group welcomes Stephanie Cave (8/16) and Marc Mulkey (8/20). Elias Barger (8/16) and Lori Day (8/30) are joining the DOT Vessel payroll team and Brittany Patske will be joining DOT Shoreside. Verdi Brogdon joined the Public Protection team on 7/26. Resources Group welcomed Helen Warman on 8/2. Goodbye to Donna Goutermont who is leaving the DOT Vessel payroll team, her last day is 8/15. Best of luck Donna!

## **Quote:**

“Attitude is a little thing that makes a big difference.” ~ Winston Churchill

**HR Service Team FAX info:** Please call your payroll contact if you have any questions- [Contact Us](#).

<b>H&amp;SS Payroll Services:</b>	<b>Juneau Office FAX: 465-2384</b>	<b>Anchorage Office FAX: 269-3598</b>
<b>DOT Payroll Services:</b>	<b>Juneau Office FAX: 465-2019</b>	<b>Anchorage Office FAX: 269-0497</b>
<b>General Agencies Payroll Services, Juneau:</b>	<b>FAX: 465-1888 or 465-2475</b>	
<b>Public Protection Payroll Services, Juneau:</b>	<b>FAX: 465-2202 or 465-3381</b>	
<b>Resources Payroll Services, Juneau:</b>	<b>FAX: 465-4825 or 465-5511</b>	
<b>Employee Call Center: (907) 465-3009</b>		

## **Useful websites:**

Division of Finance	<a href="http://fin.admin.state.ak.us/dof/payroll/index.jsp">http://fin.admin.state.ak.us/dof/payroll/index.jsp</a>
Retirement & Benefits	<a href="http://www.state.ak.us/local/akpages/ADMIN/dr/b/home.htm">http://www.state.ak.us/local/akpages/ADMIN/dr/b/home.htm</a>
Deferred Comp Plan	<a href="http://www.state.ak.us/dr/b/dcp/dcp.shtml">http://www.state.ak.us/dr/b/dcp/dcp.shtml</a>
GGU Health Trust	<a href="http://www.aseahealth.org/">http://www.aseahealth.org/</a>
LTC Local 71 Trust	<a href="http://www.local71.com/benefits/index.htm">http://www.local71.com/benefits/index.htm</a>

**Current forms** - Division of Personnel web site - <http://dop.state.ak.us>, Quick Links, [HR Forms](#).