

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 17, End Date 08/31/2007
Number of Days/Hours in Pay Period	12 days / 90 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:	9/4/2007
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=1017
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	9/5/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 8/15/2007 – 8/31/2007	9/5/2007 *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 9/14/2007
Warrant Mail Date:	9/11/2007
Direct Deposit:	9/12/2007

Hot Topics:

Due to the Labor Day Holiday, we have a short payroll cutoff. Please turn in timesheets and payroll actions as early as possible to ensure timely processing. Thank you!

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>

Comings and Goings:

Stella Brown will be joining the Public Protection payroll team on 9/4/07. Daniel Sorenson joined the Support team for the General Group on 8/20/07.

Quote:

“The greatest achievements are those that benefit others”

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

H&SS Payroll Services: Juneau Office FAX: 465-2384 Anchorage Office FAX: 269-3598
DOT Payroll Services: Juneau Office FAX: 465-2019 Anchorage Office FAX: 269-0497
General Agencies Payroll Services, Juneau: FAX: 465-1888 or 465-2475
Public Protection Payroll Services, Juneau: FAX: 465-2202 or 465-3381
Resources Payroll 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.](#)