

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 20, End Date 10/15/04
Number of Days/Hours in Pay Period	11 Days / 82.5 hrs (Div. of Finance Pay Period Days/Hours for 2004) 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
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	10/20/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 8/1/04 – 8/15/04	10/20/2004 *Actions need to be received by 10:00 a.m. in order to be processed with payroll. If an action is received after this date, we cannot guarantee it will get done.
Warrant Information:	Official Payday is 10/29/2004
Warrant mail Date:	10/26/2004
Direct Deposit:	10/27/2004

Hot Topics:

There will be a check stuffer included in the check issued on 10/14/04 which contains information on the deferred compensation plan and provides the maximum allowable for year 2005. If you or your employees have questions, please contact Pam Couzin in R&B.

Quote of the Day: "Laughter and tears are both responses to frustration and exhaustion...I myself prefer to laugh, since there is less cleaning up to do afterward." – Kurt Vonnegut, Jr

Comings and goings and contact info:

Please call your Tech Services contact if you have any questions.

H&SS Technical Services:

Juneau Office – FAX: 465-2384. H&SS is recruiting for an Admin Clerk II.

Anchorage Office – FAX: 561-0600. Debra Randall (269-7951) will be acting for Beckie Sheridan while she is out on leave.

DOT Technical Services: FAX: 465-2019. DOT has no additional information this pay period.

Public Protection Technical Services: FAX: 465-2202, or 465-3381. Kristine Stearns (465-1853) is acting as the HR Tech III. Janelle Earls resigned effective 9/16/04; she is staying home with beautiful twin baby girls. Congratulations Janelle!

Resources Technical Services: FAX: 465-4825 or 465-5511. Liz Luck has joined the Resources team; she started on 10/11/04. Liz previously worked with Human Resources and is a welcome "new" addition.

General Technical Services: FAX: 465-1888 or 465-2475. General Group has no additional information this pay period.

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/local/akpages/ADMIN/dr/b/dcp/dcp/home.htm
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. Bookmark it for easy access to an alphabetical listing of current HR forms.