

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 23, End Date 11/30/04
Number of Days/Hours in Pay Period	11 (10 + Holiday) / 82.5 (75 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 (Thanksgiving) 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	12/03/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 11/16/04 – 11/30/04	12/03/2004 *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 12/15/2004
Warrant mail Date:	12/09/2004
Direct Deposit:	12/10/2004

Hot Topics:

Mandatory Leave: Mandatory Leave notifications have been sent out. Make sure to get your leave scheduled to use before December 15th, 2004.

Outstanding Moving, Mileage & Per Diem: Year-end is quickly approaching! Please ensure all outstanding transactions are submitted to be processed in time for final year-end reporting.

Quote: “Never regret. If it’s good, it’s wonderful. If it’s bad, it’s experience.” ~ Victoria Holt

Contact info:

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

H&SS Technical Services:

Juneau Office – FAX: 465-2384. H&SS TS Center welcomes Freda Meili to our team, she will be working with us in the afternoons.

Anchorage Office – FAX: 561-0600.

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

Public Protection Tech Services: FAX: 465-2202, or 465-3381. Public Protection TS Center welcomes Monica Burke (465-3847) as our new HRT III for DMVA and Public Safety. Freda Meili also joined our team; she will be working with us in the mornings.

Resources Technical Services: FAX: 465-4825 or 465-5511. Resources TS Center has no additional information.

General Technical Services: FAX: 465-1888 or 465-2475. General Groups TS Center welcomes Kimberly Clark (465-5007) as our new HRT III for Departments of Law, Revenue, Education and Commerce.

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/drbr/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/local/akpages/ADMIN/drbr/dcp/dcphome.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](#).