

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 05, End Date 02/28/2005
Number of Days/Hours in Pay Period	9 Days (60 hrs + Holiday) (Div. of Finance Pay Period Days/Hrs 2005) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 – Presidents’ Day 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	3/4/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 2/16/05 – 2/28/05	3/3/2005 *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 3/15/2005
Warrant mail Date:	3/10/2005
Direct Deposit:	3/11/2005

Hot Topics:

Annual Supervisory Unit Business Bank: The annual supervisory business bank assessment occurred in PP04. Three (3.0) hours were deducted from the personal leave accounts of all supervisory employees in the bargaining unit on 02/01/05.

If an employee needs a duplicate W-2, these can be requested through Technical Services.

DOT – contact your HR Tech II

H&SS – Caria Williams, 465-3032

General, Public Protection, Resources Groups – Nora Toner 465-5977, Elias Barger 465-4140

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. We are getting 2 to 4 copies of many actions and it is very time consuming to “wade” through and try to analyze what we have or have not received already. Please only send/fax documents once, **Thank you very much!**

Quote: *“What a wonderful life I’ve had. I only wish I’d realized it sooner.” ~Colette*

Contact info:

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

H&SS Technical Services: H&SS TS Center has no additional information.

Juneau Office – FAX: 465-2384.

Anchorage Office – FAX: 561-0600.

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

Public Protection Tech Services: FAX: 465-2202, or 465-3381. Public Protection TS Center has no additional information.

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 has no additional information.

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/drdb/home.htm>

Deferred Comp Plan

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