

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 06, End Date 3/15/2006
Number of Days/Hours in Pay Period	11 days / 82.5 hrs (Div. of Finance Pay Period Days/Hrs 2006) 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 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	3/20/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 3/1/06 –3/15/06	3/17/2006 *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 3/31/2006
Warrant mail Date:	3/24/2006
Direct Deposit:	3/28/2006

Hot Topics:

Family Leave

The State of Alaska's family leave practices are in the process of being added to the Alaska Administration Manual as the official policy of the State of Alaska. A tentative date for incorporation into the Manual has been set for April 1, 2006. Be on the lookout for the new and improved Family Leave forms on the Technical Services web site under Quick Links, HR Forms.

Requests for Duplicate W-2

Duplicate W-2s are being requested through the Employee Call Center 465-3009. Please refer employees to this number should they need assistance.

Employees who need to update mailing addresses should complete an Address Change Authorization form and submit to their Technical Service Office. This form can be found on the HR Forms link provided below.

Comings & Goings:

H&SS Technical Services Team welcomes Brianna Ogden.

Goings – Rachelle Farrow (Managers Office) - Best wishes and good luck in your new endeavors!

Quote: “Happiness is an attitude. We either make ourselves miserable, or happy and strong. The amount of work is still the same.” ~ Francesca Reigler

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

H&SS Technical Services: Juneau Office FAX: 465-2384 Anchorage Office FAX: 269-3598

DOT Technical Services: Juneau Office FAX: 465-2019 Anchorage Office FAX: 269-0497

General Agencies Technical Services, Juneau: FAX: 465-1888 or 465-2475

Public Protection Tech Services, Juneau: FAX: 465-2202 or 465-3381

Resources Technical Services, Juneau: FAX: 465-4825 or 465-5511

Employee Call Center: (907) 465-3009. EFF Hotline: 1-800-478-2625.

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/drj/home.htm>

Deferred Comp Plan <http://www.state.ak.us/drj/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](#).