

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number	09
Pay Period End Date	04/30/2004
Number of Days in Pay Period:	11
Number of Hours in Pay Period	82.5 (Div. of Finance Pay Period Days/Hours for 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	None – 01/19/04 - 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 you 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	05/05/2004
Personnel Action Cut off Date for Actions effective from 01/16 thru 01/31/04	05/05/2004 *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 05/15/2004
Warrant mail Date:	05/11/2004
Direct Deposit:	05/12/2004

Comings and Goings:

Donna Goutermont was promoted as a HRT II in the Health & Social Services Group. Don Shattuck and Robin McDaniel moved from the Health & Social Services Group to Employee Services to perform recruitment. Carla Williams has been hired as an Administrative Clerk II in the Health & Social Services Group. Nena Long has been selected to fill the HRT III in the General Group effective 5/10/04. Lory Subeldia is retiring and Stephanie Swanston is resigning effective 4/30/04 from the General Group. Holly Kikendall is resigning from the Public Protection Group effective 5/7/04. Jeff Hahnen was hired as an Administrative Clerk II with the Public Protection Group.

Employee Call Center:

The Division of Personnel is pleased to announce the establishment of the SOA Employee Call Center, a new service provided by the Employee Services Section and available to all State of Alaska Executive Branch employees, with the exception of AMHS shipboard employees. The Employee Call Center is open and ready to receive your telephone calls and e-mails today.

The Employee Call Center will provide a wide range of information and referral services to new and current employees. You may call the Center with your employment related questions (such as personnel, payroll and leave inquiries) and will receive immediate answers or be referred to a specific person who can provide the information and assistance required.

The Employee Call Center is accessible via telephone (465-3009) and e-mail (employeeccenter@admin.state.ak.us). The Employee Call Center hours are 8:00 am- 5:00 pm, Monday through Friday.

HR Forms:

You can now print Human Resource related forms from the Division of Personnel's website. They can be found at (<http://dop.state.ak.us/index.cfm?pPNId=forms>).

Useful websites:

Division of Finance
Retirement & Benefits
Deferred Comp Plan
GGU Health Trust
LTC Local 71 Trust

<http://fin.admin.state.ak.us/dof/payroll/index.jsp>
<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>
<http://www.state.ak.us/local/akpages/ADMIN/drb/dcp/dcpblue.htm>
<http://www.aseahealth.org/>
<http://www.local71.com/benefits/index.htm>