

Technical Services Newsletter

Pay Period Information	Semi Monthly Payroll information listed below.
Pay Period Number	18
Pay Period End Date	9/15/04
Number of Days in Pay Period	11
Number of Hours in Pay Period	82.5 (75 + 7.5 Holiday) (Div. of Finance Pay Period Days/Hours for 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	9/6 – Labor 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	09/21/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 9/1 – 9/15/04	09/21/2004 *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 09/30/2004
Warrant mail Date	09/27/2004
Direct Deposit	09/28/2004

Hot Topics:

Supervisory union dues will increase effective 9/1/04 (for 9/1-9/15/04 payroll) from \$44.95 to \$45.35 a month for full-time employees.

Reminder: After the recruitment section has approved hires for your department, please remember to forward the applicants profile, job qualification summary and applicant certification to Tech Services. Sending it with your new hire packet is a great time to submit it!

Where can you find current forms? The 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.

Hope you had a great Labor Day Weekend!

Comings and Goings and Contact Info:

H&SS Technical Services:

Juneau Office – H&SS Tech Services Debbie Boylan is on leave and will return 9/27/04; please contact Teri Hill at 465-1635 in her absence. Alaine Tingey's, Admin Clerk II, last day will be 9/15/04 – we are gonna miss her, but congratulations on the new job! Please call your Tech Services contact if you have any questions.

FAX: 465-2384

Anchorage Office – Debra Randall will be acting for Beckie Sheridan, while she is out on leave. Debra can be reached at 269-7951. Please contact your Tech Services office if you have questions. We are here to help!

FAX: 561-0600

DOT Technical Services: FAX: 465-2019. DOT has no additional information this pay period. Please call your Tech Services contact if you have any questions.

Public Protection Technical Services: FAX: 465-2202, or 465-3381. Kristine Stearns will be acting for Janelle Earls, while she is out on leave. Kristine can be reached at 465-1853. Lory Subeldia has joined our team as a long-term nonperm; we welcome her years of payroll knowledge and experience. Please call your Tech Services contact if you have any questions.

Resources Technical Services: FAX: 465-4825 or 465-5511. Resources has no additional information this pay period. Please call your Tech Services contact if you have any questions.

General Technical Services: FAX: 465-1888 or 465-2475. Nena Long has returned! Please call your Tech Services contact if you have any questions.

Useful websites:

Technical Services Newsletter

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/dcphome.htm>
<http://www.aseahealth.org/>
<http://www.local71.com/benefits/index.htm>