

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number and End Date	<b>Pay Period 20, End Date 10/15/04</b>
Number of Days/Hours in Pay Period	<b>11 Days / 82.5 hrs (Div. of Finance Pay Period Days/Hours for 2004)</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
Number of Holidays	<b>None</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
<b>CUTOFF INFORMATION:</b>	
Timesheet cutoff for timesheets entered in the Division are due:	<b>For cut-off dates, please refer to the appropriate calendar for your Tech Center</b>
Timesheets input in HR office due:	<b>Same as above</b>
Time and Attendance Cutoff Date:	<b>Same as above</b>
Travel Questionnaires and Back-up	<b>Same as above</b>
Cash In Cut off Date	<b>10/20/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 8/1/04 – 8/15/04	<b>10/20/2004</b> *Actions need to be received by 10:00 a.m. in order to be processed with payroll. <b>If an action is received after this date, we cannot guarantee it will get done.</b>
<b>Warrant Information:</b>	<b>Official Payday is 10/29/2004</b>
Warrant mail Date:	<b>10/26/2004</b>
Direct Deposit:	<b>10/27/2004</b>

## Hot Topics:

There will be a check stuffer included in the check issued on 10/14/04 which contains information on the deferred compensation plan and provides the maximum allowable for year 2005. If you or your employees have questions, please contact Pam Couzin in R&B.

**Quote of the Day:** "Laughter and tears are both responses to frustration and exhaustion...I myself prefer to laugh, since there is less cleaning up to do afterward." – Kurt Vonnegut, Jr

## Comings and goings and contact info:

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

## **H&SS Technical Services:**

**Juneau Office – FAX: 465-2384.** H&SS is recruiting for an Admin Clerk II.

**Anchorage Office – FAX: 561-0600.** Debra Randall (269-7951) will be acting for Beckie Sheridan while she is out on leave.

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

**Public Protection Technical Services: FAX: 465-2202, or 465-3381.** Kristine Stearns (465-1853) is acting as the HR Tech III. Janelle Earls resigned effective 9/16/04; she is staying home with beautiful twin baby girls. Congratulations Janelle!

**Resources Technical Services: FAX: 465-4825 or 465-5511.** Liz Luck has joined the Resources team; she started on 10/11/04. Liz previously worked with Human Resources and is a welcome "new" addition.

**General Technical Services: FAX: 465-1888 or 465-2475.** General Group has no additional information this pay period.

## **Useful websites:**

Division of Finance	<a href="http://fin.admin.state.ak.us/dof/payroll/index.jsp">http://fin.admin.state.ak.us/dof/payroll/index.jsp</a>
Retirement & Benefits	<a href="http://www.state.ak.us/local/akpages/ADMIN/dr/b/home.htm">http://www.state.ak.us/local/akpages/ADMIN/dr/b/home.htm</a>
Deferred Comp Plan	<a href="http://www.state.ak.us/local/akpages/ADMIN/dr/b/dcp/dcp/home.htm">http://www.state.ak.us/local/akpages/ADMIN/dr/b/dcp/dcp/home.htm</a>
GGU Health Trust	<a href="http://www.aseahealth.org/">http://www.aseahealth.org/</a>
LTC Local 71 Trust	<a href="http://www.local71.com/benefits/index.htm">http://www.local71.com/benefits/index.htm</a>

**Current forms** - 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.