

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 21, End Date 10/31/04
Number of Days/Hours in Pay Period	10 (9 + Holiday) / 75 (67.5 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 (Alaska 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	11/4/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 10/15/04 – 10/31/04	11/4/2004 *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. The sooner we receive them, the sooner we can process them. Thanks!
Warrant Information:	Official Payday is 11/15/2004
Warrant mail Date:	11/10/2004
Direct Deposit:	11/12/2004

Hot Topics:

The Personnel Action Request Form (PARF) was officially implemented effective 10/16/04. This is the standard statewide form used to request a personnel action affecting an employee's status, pay or employment record. The PARF can be found on the Division of Personnel website listed below. If you have any questions or need assistance, contact you Technical Services Center.

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 has no additional information for this pay period.

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. Public Protection Group has no additional information this pay period.

Resources Technical Services: FAX: 465-4825 or 465-5511. Laurie Ryan has accepted a position with Dept of Fish & Game; her last day with us was 10/22/04. We will miss her, but congratulations on the new job! Jeff Hahnen has accepted the promotion to Laurie's former position as a HR Tech II, congratulations Jeff!

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

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/dr/home.htm
Deferred Comp Plan	http://www.state.ak.us/local/akpages/ADMIN/dr/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.