

# 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 24, End Date 12/15/04</b>
Number of Days/Hours in Pay Period	<b>11 / 82.5 hrs (Div. of Finance Pay Period Days/Hrs 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>12/20/2004 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 12/01/04 – 12/15/04	<b>12/20/2004</b> *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. <b>Please send actions in as you receive them, do not “wait” until the cutoff date.</b>
<b>Warrant Information:</b>	<b>Official Payday is 12/30/2004</b>
Warrant mail Date:	<b>12/27/2004</b>
Direct Deposit:	<b>12/28/2004</b>

## Hot Topics:

**Outstanding Moving, Mileage & Per Diem:** Year-end is here! Please ensure all outstanding transactions are submitted for this pay period to be processed in time for final year-end reporting.

Remember to identify employees who may be eligible for Family Leave and notify your appropriate Technical Services contact.

**Quote:** “There is no rose without a thorn.” ~ 1,001 Proverbs for Every Occasion

## **Happy Holidays!**

## Contact info:

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

Teri Hill has accepted a promotion as the Technical Services Supervisor II for H&SS and DOT. Teri has extensive HR experience within multiple departments. Congratulations Teri!

**H&SS Technical Services:** Miki Cole has accepted the Technical Services Supervisor I position. Miki's years of experience is a welcome addition to our team! Congratulations!

**Juneau Office – FAX: 465-2384.** H&SS TS Center has no additional information.

**Anchorage Office – FAX: 561-0600.**

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

**Public Protection Tech Services: FAX: 465-2202, or 465-3381.** Public Protection TS Center has no additional information.

**Resources Technical Services: FAX: 465-4825 or 465-5511.** Resources TS Center has no additional information.

**General Technical Services: FAX: 465-1888 or 465-2475.** General Groups TS Center has no additional information.

## 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/drdb/home.htm>

Deferred Comp Plan

<http://www.state.ak.us/local/akpages/ADMIN/drdb/dcp/dcpdhome.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](#).