

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 01, End Date 12/31/04
Number of Days/Hours in Pay Period	12 / 90 hrs (75 + 2 Holidays) (Div. of Finance Pay Period Days/Hrs 2004) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	2 – Christmas, New Year's 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	1/5/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 12/16/04 – 12/31/04	1/4/2005 *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.
Warrant Information:	Official Payday is 1/14/2005
Warrant mail Date:	1/11/2005
Direct Deposit:	1/12/2005

Hot Topics:

It's a new payroll year! 2005 payroll calendars have been distributed to payroll contacts and administrative staff. If you haven't received it yet, contact your Tech Services Center.

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

Have a Happy New Year!

Quote: "All is pattern, all life, but we can't always see the pattern when we are part of it." ~ Belva Plain

Contact info:

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

H&SS Technical Services: H&SS TS Center has no additional information.

Juneau Office – FAX: 465-2384.

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. Christine Stearns has accepted a new job with the Division of Finance, congratulations and good luck! 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/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](#).