

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 13, End Date 06/30/2005
Number of Days/Hours in Pay Period	11 Days / 82.50 (Div. of Finance Pay Period Days/Hrs 2005) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	None 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	7/6/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 6/16/05 –6/30/05	7/5/2005 *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 7/15/2005
Warrant mail Date:	7/12/2005
Direct Deposit:	7/13/2005

Hot Topics:

Health Insurance Contributions: Remember that the June 30th payroll takes Health Insurance contributions for July; employees may notice a difference in their pay due to coverage elected at open enrollment. The website for Retirement & Benefits is listed below for current information.

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their pay and employment. The Employee Call Center phone number is (907) 465-3009.

Please review the memo providing guidance/clarification for reporting GGU additional meal breaks. The memo is posted on the Labor Relations Agency website at <http://dop.state.ak.us/fileadmin/lr/pdf/AdditionalMealBreakClarification1.pdf>. If you have questions regarding the reporting of additional meal periods, please contact your Technical Services office.

Reminder: Technical services only needs one copy of a document! If you have sent the original, do not fax it. If you have faxed documents, do not send the original. Please only send/fax documents once, thanks!

Quote: “Life has got to be lived – that’s all there is to it.” ~ Eleanor Roosevelt

Group contact info:

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

H&SS Technical Services : Tiffany Hildre (465-3890) has accepted a promotion to the HR Tech III – congratulations Tiffany! H&SS TS has no additional information.

Juneau Office – FAX: 465-2384. Anchorage Office – FAX: 561-0600.

DOT Technical Services: FAX: 465-2019. DOT TS has no additional information.

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

Resources Technical Services: FAX: 465-4825 or 465-5511. Resources TS has no additional information. The EFF Hotline number is 1-800-478-2625.

General Technical Services: FAX: 465-1888 or 465-2475. General Agencies TS 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/drb/home.htm>
Deferred Comp Plan <http://www.state.ak.us/drb/dcp/dcp.shtml>
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](#).