

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 17, End Date 08/31/2005
Number of Days/Hours in Pay Period	12 days / 90 (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	9/6/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 8/16/05 –8/31/05	9/2/2005 *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 9/15/2005
Warrant mail Date:	9/12/2005
Direct Deposit:	9/13/2005

Hot Topics:

The Division of Personnel has issued the State Confidentiality of Information Acknowledgement Form. The form is mandatory for all State employees. This is one of the required forms for new appointments, please ensure all new employees complete it.

Payroll System Replacement Project – A target date of January 2008 has been set to have a new payroll system implemented. The Division of Finance has information about the project posted on their web site at http://fin.admin.state.ak.us/dof/systems_replacement/index.jsp.

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: “Help others, help yourself, help make the world a better place.” excerpt from Instant Karma

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

H&SS Technical Services: Anchorage office has hired Rose Byes (269-7809) and Sarah Blei (269-7950). The Support Team has a new member as well, Heather Atkinson. H&SS TS has no additional information.

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

DOT Technical Services: FAX: 465-2019. Bell Hesson retired 8/19/05 – congratulations Bell. Danielle Arreola will be taking her position (465-1751) DOT TS has no additional information.

General Technical Services: FAX: 465-1888 or 465-2475. Demi Reber (465-2432) has joined our team supporting the Dept of Admin; she replaced Tim Reimer. Danielle Arreola has transferred to the DOT Team. General Agencies 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. Lisa Thompson has resigned effective September 2nd; Lisa will be moving and returning to school. Good luck Lisa and congratulations on your new endeavors! Demi Reber has transferred to the General Team. Resources TS has no additional information.

Employee Call Center: (907) 465-3009. EFF Hotline: 1-800-478-2625.

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](#).