

# 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 20, End Date 10/15/2005</b>
Number of Days/Hours in Pay Period	<b>10 days / 75 hrs (Div. of Finance Pay Period Days/Hrs 2005)</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>10/19/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 10/1/05 –10/15/05	<b>10/17/2005</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 10/31/2005</b>
Warrant mail Date:	<b>10/25/2005</b>
Direct Deposit:	<b>10/26/2005</b>

## **Hot Topics:**

October 18<sup>th</sup> is the Alaska Day Holiday – because it falls in the middle of the payroll processing week, submitting timesheets to Technical Services as soon as possible will be crucial to assist with meeting payroll deadlines this pay period. The sooner, the better - your assistance is greatly appreciated! Thanks!

**Outstanding Moving, Mileage & Per Diem:** Year-end is quickly approaching! Please ensure all outstanding transactions are submitted to process in time for final year-end reporting.

**AKPAY Training** – Technical Services is now offering classes in AKPAY Basics and AKPAY for Timekeepers through TrainAlaska during the 2005-2006 Open Enrollment Course Delivery schedule. Classes will be offered monthly in Juneau and quarterly in Anchorage. What is it all about? For more information visit the Training & Development website at <http://dop.state.ak.us/index.php?id=10>.

**Quote:** “Life is full of miracles, but they’re not always the one we pray for.”~ Actress Eve Arden

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

**H&SS Technical Services:** Juneau H&SS Team has no additional information.

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

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

**General Technical Services:** FAX: 465-1888 or 465-2475. General Agencies Team has no addition information.

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

**Resources Technical Services:** FAX: 465-4825 or 465-5511 Resources Team 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](#).