

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 22, End Date 11/15/2005
Number of Days/Hours in Pay Period	11 days (10+H) / 82.50 (75+7.5 H) (Div. of Finance Pay Period Days/Hrs 2005) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 - November 11, Veterans' Day 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	11/18/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 11/1/05 –11/15/05	11/17/2005 *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 11/30/2005
Warrant mail Date:	11/25/2005
Direct Deposit:	11/28/2005

Hot Topics:

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.

Timesheet requirements – Jury Duty

The written notice of jury duty, the subpoena, or the statement of attendance must support court leave requests. Support documentation for all court leave must be attached to the timesheet with the leave slips for processing.

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.

Quote: *"You do what you can for as long as you can, and when you finally can't, you do the next best thing. You back up, but you don't give up."* ~ Test Pilot General Chuck Yeager

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 welcomes Holly Papasodora (465-2342). Holly is a contact for Dept of Administration, she transferred from Resources Team.

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 welcomes Jim Farrington (465-4124) to our team. Jim is the new contact for Fish & Game, he replaced Holly Papasodora.

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](#).