

# 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 23, End Date 11/30/2005</b>
Number of Days/Hours in Pay Period	<b>11 days (10+H) / 82.50 (75+7.5 H) (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>1 - November 24, Thanksgiving Day</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>12/6/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 11/16/05 –11/30/05	<b>12/5/2005</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 12/15/2005</b>
Warrant mail Date:	<b>12/12/2005</b>
Direct Deposit:	<b>12/13/2005</b>

## Hot Topics:

The Thanksgiving Holiday occurred during this pay period. Remember all hours worked on a Holiday for overtime eligible employees are coded to the 249 code in the payroll batch. If you have any question, please contact your technical services office for clarification.

To ensure new employees are receiving the most up-to-date information and HR forms, all supervisors and hiring managers should be accessing new hire packets through the Division of Personnel web page as noted below.

**Family Leave and Timesheets!** Family leave should be documented on the leave slip, not the timesheet. This is for the purposes of confidentiality of medical information.

**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.

Hope your Thanksgiving was great!

**Quote:** “Confidence is preparation. Everything else is beyond your control.” ~ Richard Kline

**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](#).