

# 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 24, End Date 12/15/2005</b>
Number of Days/Hours in Pay Period	<b>11 days / 82.50 (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>12/19/2005 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 12/01/05 –12/15/05	<b>12/16/2005</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 12/30/2005</b>
Warrant mail Date:	<b>12/23/2005</b>
Direct Deposit:	<b>12/27/2005</b>

## **Hot Topics:**

This is a short payroll cutoff due to the upcoming Holiday. Please submit timesheets and payroll actions as soon as possible! Your help is appreciated!

**Mandatory Leave:** This is the last pay period of the year. If mandatory leave requirements were not met for the leave year, adjustments will process with this payroll. If you have questions please contact your Technical Services contact.

**Outstanding Moving, Mileage & Per Diem:** Year-end is here, this is the last pay period to process transactions in the current year. Please ensure outstanding items are submitted to process in time for final year-end reporting. Thank you!

Have a great Christmas Holiday!

**Quote:** *“Happiness is at once the best, the noblest and the pleasantest of things.” ~ Aristotle*

**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](#).