

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 03, End Date 1/31/2006
Number of Days/Hours in Pay Period	12 days (11 + Hol) / 90 hrs (82.5 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2006) 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 http://dop.state.ak.us/index.php?id=1067
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	2/3/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 1/16/06 – 1/31/06	2/2/2006 *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 2/15/2006
Warrant mail Date:	2/9/2006
Direct Deposit:	2/10/2006

Hot Topics:

The Division of Personnel website has a new look. The Homepage was updated several months ago and now all the sections within the Division of Personnel have been updated in a similar format to our Homepage. Check us out at <http://dop.state.ak.us/>.

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>.

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.

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.

Quote: “You grow up the day you have the first real laugh – at yourself.” ~ Ethel Barrymore

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: 269-3598.

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](#).