

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 08, End Date 4/15/2006
Number of Days/Hours in Pay Period	10 days / 75 hrs (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=1017
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	4/19/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 4/1/06 –4/15/06	4/18/2006 *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 4/28/2006
Warrant mail Date:	4/25/2006
Direct Deposit:	4/26/2006

Hot Topics:

Family Leave

The family leave section of the Alaska Administration Manual was updated effective April 1, 2006. Family leave forms have been updated as well. Additional information regarding family leave is posted on the Family Leave link on the Technical Services Homepage.

The [Family Leave Packet](#) consists of the following forms:

- Conditional Family Leave Notification
- Your Rights Under FMLA/AFLA
- Certification of Health Care Provider

Supervisors complete the Conditional Family Leave Notification form when they have reason to believe an employee is taking leave for a qualifying condition. A copy of the form is routed to Technical Services (via fax/scan/mail) and the original with the remaining forms are provided to the employee. If you have questions about Family Leave, please visit the [Family Leave](#) link on the Technical Services homepage.

Are you detail-oriented and like working with numbers? Do you like timesheet entry and working in AKPAY? Are you interested in working in Technical Services? Technical Services is always looking for enthusiastic people who excel working in a fast-paced environment and who want to learn more about personnel and payroll. For more information regarding positions in Technical Services please review the Human Resource recruitment bulletins posted on Workplace Alaska.

Comings & Goings:

General Agencies Technical Services Team welcomes Erika Vejar. Erika joins us from Management Services. Susan Till (465-2776) is our new HRT III for Admin and Labor. DOT welcomes Kirk Thorsteinson (465-3032). Kirk in a new HR Tech II. DOT also welcomes Nancy Womack (465-8995) as our new HRT III. Nancy is in the position previously held by Erin West. Erin West (269-0501) has migrated North and is now the HRT III for H&SS Anchorage Office. Congratulations & welcome everybody!

Quote: *“Attitude is a little thing that makes a big difference.”* ~ Winston Churchill

Team FAX info: Please call your Tech Services contact if you have any questions- [Contact Us.](#)

H&SS Technical Services: Juneau Office FAX: 465-2384 Anchorage Office FAX: 269-3598

DOT Technical Services: Juneau Office FAX: 465-2019 Anchorage Office FAX: 269-0497

General Agencies Technical Services, Juneau: FAX: 465-1888 or 465-2475

Public Protection Tech Services, Juneau: FAX: 465-2202 or 465-3381

Resources Technical Services, Juneau: FAX: 465-4825 or 465-5511

Employee Call Center: (907) 465-3009. EFF Hotline: 1-800-478-2625.

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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](#).