

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 10, End Date 5/15/2006
Number of Days/Hours in Pay Period	11 days / 82.5 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	5/19/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 5/1/06 –5/15/06	5/18/2006 *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 5/31/2006
Warrant mail Date:	5/25/2006
Direct Deposit:	5/26/2006

Hot Topics:

Open enrollment for Select Benefits and Supplemental Benefits begins on Monday, May 1 and ends Friday, May 19 at 5 p.m. Alaska time. Open Enrollment is your opportunity to change benefits for health, [life](#), [disability](#), [health flexible spending account](#) (HFSA), and [dependent care assistance plan](#) (DCAP). All employees who want to continue their HFSA or DCAP must re-enroll. All other employees enroll only if you want to make changes.

Who Should Enroll? During Open Enrollment, the following members may want to complete a new enrollment:

Select Benefits—enroll to change all health, death and disability benefits. Must re-enroll to continue Health Flexible Spending Account or Dependent Care Assistance Plan contributions.

Alaska State Employees Association—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Care Assistance Plan contributions. Contact your [union health trust](#) for information on enrolling in the trust health plan and other health benefits. [ASEA open enrollment May 9-June 13]

Masters, Mates, & Pilots—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Care Assistance Plan contributions. *Health insurance is provided by your union health trust.*

Troopers/Airport Safety—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Care Assistance Plan contributions. *Health insurance is provided by your union health trust.*

TEAME—enroll to change Supplemental Benefits including death and disability benefits. Must re-enroll to continue Dependent Care Assistance Plan contributions. *Health insurance is provided by your union health trust.*

Local 71—all benefits are provided by your union trust.

ACSEA—all benefits are provided by your union trust.

Please encourage employees to contact the Division of Retirement and Benefits or visit their website if they have questions about open enrollment or their benefits.

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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.

Comings & Goings:

General Agencies Technical Services Team welcomes Danielle Ward (465-2432), HRT II contact for Administration. Resources Team welcomes Chris Cummins (465-8289), HRT II contact for Natural Resources and DEC. Public Protection welcomes Nino Suarez (465-6019), new contact for Corrections. Nino transferred from DOT TS Team.

Quote: *"The most important thing in communication is hearing what isn't being said."*
~ Author Unknown

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.

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](#).