

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 15, End Date 7/31/2006
Number of Days/Hrs 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	0 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 calendar for your Service 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	8/3/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 7/16/06 - 7/31/06	8/3/2006 – *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 8/15/2006
Warrant mail Date:	8/10/2006
Direct Deposit:	8/11/2006

Reminder:

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.

Comings & Goings:

The DOT service center welcomes Amra Remsberg (465-3032). Amra is a new HR Tech II replacing Kirk Thorsteinson and will be processing marine highway's payroll. Public Protection welcomes Erlinda Padura (465-4675). Erlinda is a new HR Tech II and replaces Julie Davis who moved to the Division of Finance. The General group welcomes Will Nicholas (465-6018) as a new HR Tech, processing payroll for the Department of Commerce, Community & Economic Development. Vicky Roberts (465-5997) will now be processing payroll for the Department of Education and Early Development. Rikki Gelston (465-4124) has moved to the Resources group and is now processing payroll for the Department of Fish and Game and Mary Tagaban (465-6737) is now processing payroll for the Department of Environmental Conservation. Technical Services will miss Krisi Hicks as she has transitioned to the new Payroll System Replacement Solution Team for the duration of the project.

Quote: *“There’s a mighty big difference between good, sound reasons and reasons that sound good. ~ Burton Hillis*

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](#).