

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 16, End Date 8/15/2006
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	8/17/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 8/1/06 - 8/15/06	8/17/2006 – *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 8/31/2006
Warrant mail Date:	8/24/2006
Direct Deposit:	8/25/2006

Reminder:

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:

Rikki Gelston has accepted a position with H&SS – congratulations. Mike Rader (465-3324) has accepted a promotion as the HR Tech III for Dept of Corrections – congratulations! Morgan Carter is leaving the Resources Group and moving south – we'll miss him.

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.

Quote: “Tact is the art of making a point without making an enemy.” ~ Howard W. Newton

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](#).