

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 19, End Date 9/30/2006
Number of Days/Hrs 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	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:	10/3/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date For Actions effective from 9/16/06 - 9/30/06:	10/3/2006 – *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 10/13/2006
Warrant Mail Date:	10/10/2006
Direct Deposit:	10/12/2006

Reminders:

AKPAY Training – Technical Services is now offering classes in AKPAY Basics and AKPAY for Timekeepers through TrainAlaska during the 2006-2007 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>.

Resources Group HR Tech III Acting Status - Jenny Harris is now in acting status for Amber Schneider. This acting assignment is estimated to be two months in duration. Any e-mails or correspondence that you would normally send to Amber should be sent to Jenny Harris at jenny_harris@admin.state.ak.us or you can reach her by phone at 465-4121.

Timesheet requirements – Jury Duty

Requests for court leave must be supported by the written notice of jury duty, the subpoena, or the statement of attendance. Documentation for all court leave must be attached to the timesheet with the leave slips for processing.

Quote: “Some people skate to the puck; I skate to where the puck is going to be.” ~ Wayne Gretzky

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/dr/b/home.htm>
Deferred Comp Plan <http://www.state.ak.us/dr/b/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](#).