

# Technical Services Newsletter

<b>Pay Period Information:</b>	<b>Semi Monthly Payroll information listed below.</b>
Pay Period Number and End Date	<b>Pay Period 20, End Date 10/15/2006</b>
Number of Days/Hrs in Pay Period	<b>10 days / 75 hrs (Div. of Finance Pay Period Days/Hrs 2006)</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
Number of Holidays	<b>0</b> <a href="http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp">http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp</a>
<b>CUTOFF INFORMATION:</b>	
Timesheet cutoff for timesheets entered in the Division are due:	<b>For cut-off dates, please refer to the calendar for your Service Center</b> <a href="http://dop.state.ak.us/index.php?id=1017">http://dop.state.ak.us/index.php?id=1017</a>
Timesheets input in HR office due:	<b>Same as above</b>
Time and Attendance Cutoff Date:	<b>Same as above</b>
Travel Questionnaires and Back-up:	<b>Same as above</b>
Cash In Cut off Date:	<b>10/19/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> For Actions effective from 10/1/06 – 10/15/06:	<b>10/19/2006 – *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.</b>
<b>Warrant Information:</b>	<b>Official Payday is 10/31/2006</b>
Warrant Mail Date:	<b>10/26/2006</b>
Direct Deposit:	<b>10/27/2006</b>

## Comings and Goings

Kathleen Lyden, 465-2398 has joined the General Group processing payroll for the Department of Law. She replaces Karen Smith, 465-3418, who transferred to the Public Protection Group processing payroll for the Department of Corrections. Karen is replacing Somer Duval who has transferred to the General Group processing payroll for the Department of Education. Erika Vejar has promoted from an HR Technician I in the General Group to an HR Technician II processing payroll for the Department of Revenue. Erika is replacing Nena Long, 465-4124, who has transferred to the Resources Group processing payroll for the Department of Fish and Game. Melissa Hurley, 465-4122, joins the Resource group processing payroll for the Department of Natural Resources. Melissa transferred to us from the Department of Fish and Game along with Rachel White, 465-6019, who will be processing payroll for the Department of Corrections. Welcome to all!

## Technical Services Recruitment:

**Technical Services is currently recruiting for a Human Resources Technician II vacancy in the Public Protection Group. 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: “The brighter you are, the more you have to learn”. ~ Don Herold

**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](#).