

# 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 22, End Date 11/15/2006</b>
Number of Days/Hrs in Pay Period	<b>11 days (10 + Hol) / 82.5hrs (75 + 7.5 H) (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>1, Veteran's Day</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>11/17/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> For Actions effective from 11/1/06 – 11/15/06:	<b>11/17/2006 – *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.</b>
<b>Warrant Information:</b>	<b>Official Payday is 11/30/2006</b>
Warrant Mail Date:	<b>11/24/2006</b>
Direct Deposit:	<b>11/27/2006</b>

**Due to the November 23<sup>rd</sup> Thanksgiving Holiday, our payroll cutoff is very short this pay period.**

Submitting timesheets to Technical Services as soon as possible will be crucial to assist with meeting payroll deadlines this pay period. The sooner, the better - your assistance is greatly appreciated! Thanks!

**Outstanding Moving, Mileage & Per Diem:** Year-end is quickly approaching! Please ensure all outstanding transactions are submitted to process in time for final year-end reporting.

**Holiday Reminders for timekeepers** for the Holiday this pay period: All hours worked on a holiday for an overtime/leave eligible employee should be coded to the 249 code in the employee's payroll batch.

**How are holidays for a part-time employee calculated?** For employees who are working a regular schedule, the number of prorated holiday hours is calculated by dividing the number of regular scheduled hours for the workweek by five (the number of days in a normal workweek) and rounding the result to the nearest two digits. For additional information and more examples for part-time employees refer to section **290.050** of the Alaska Administrative Manual [http://fin.admin.state.ak.us/dof/ak\\_admin\\_manual/resource/290.pdf](http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/290.pdf). The Alaska Administrative Manual is posted on the Division of Finance website.

The following email accounts have been created, for each department, to contact Technical Services:

## **General Agencies:**

Department of Administration: [admin\\_payroll@admin.state.ak.us](mailto:admin_payroll@admin.state.ak.us)

Department of Law: [law\\_payroll@admin.state.ak.us](mailto:law_payroll@admin.state.ak.us)

Department of Revenue: [revenue\\_payroll@admin.state.ak.us](mailto:revenue_payroll@admin.state.ak.us)

Department of Education: [education\\_payroll@admin.state.ak.us](mailto:education_payroll@admin.state.ak.us)

Department of Labor: [labor\\_payroll@admin.state.ak.us](mailto:labor_payroll@admin.state.ak.us)

Department of Commerce: [commerce\\_payroll@admin.state.ak.us](mailto:commerce_payroll@admin.state.ak.us)

## **Public Protection Agencies:**

Department of Public Safety: [DPS\\_payroll@admin.state.ak.us](mailto:DPS_payroll@admin.state.ak.us)

Department of Military and Veteran Affairs: [DMVA\\_payroll@admin.state.ak.us](mailto:DMVA_payroll@admin.state.ak.us)

**Department of Transportation:** [DOT\\_payroll@admin.state.ak.us](mailto:DOT_payroll@admin.state.ak.us)

**Health and Social Services:** [HSS\\_payroll@admin.state.ak.us](mailto:HSS_payroll@admin.state.ak.us)

Quote: "Whatever you are be a good one. ~ Abraham Lincoln"

# Technical Services Newsletter

**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](#).