

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 23, End Date 11/30/2006
Number of Days/Hrs in Pay Period	11 days (10 + Hol) / 82.5hrs (75 + 7.5 H) (Div. of Finance Pay Period Days/Hrs 2006) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1, Thanksgiving 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:	12/4/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date For Actions effective from 11/16/06 – 11/30/06:	12/4/2006 – *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 12/15/2006
Warrant Mail Date:	12/11/2006
Direct Deposit:	12/12/2006

Reminders:

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. The Alaska Administrative Manual is posted on the Division of Finance website.

Comings and Goings

Tech Services welcomes Lisa Thompson back. Lisa, 465-2776, is the Tech III in the General group. She replaces Vicky Roberts, 465-1334, who transferred to the Public Protection group. Brendan Rumph, 465-1853, has joined the Public Protection group as a Tech II. Holly Papasodora, 465-1476, has accepted a full time Tech II position with the DOT group replacing Catrina Caudle who has left state service.

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
 Department of Law: law_payroll@admin.state.ak.us
 Department of Revenue: revenue_payroll@admin.state.ak.us
 Department of Education: education_payroll@admin.state.ak.us
 Department of Labor: labor_payroll@admin.state.ak.us
 Department of Commerce: commerce_payroll@admin.state.ak.us

Public Protection Agencies:

Department of Public Safety: DPS_payroll@admin.state.ak.us
 Department of Military and Veteran Affairs: DMVA_payroll@admin.state.ak.us

Department of Transportation: DOT_payroll@admin.state.ak.us

Health and Social Services: HSS_payroll@admin.state.ak.us

Quote: “The brighter you are, the more you have to learn.” ~ Don Herold

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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](#).