

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 24, End Date 12/15/2006
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:	12/19/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date For Actions effective from 12/1/06 – 12/15/06:	12/19/2006 – *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.
Warrant Information:	Official Payday is 12/29/2006
Warrant Mail Date:	12/26/2006
Direct Deposit:	12/27/2006

Reminders:

Outstanding Moving, Mileage & Per Diem: It's that time of year to be thinking about getting moving, mileage and personal use vehicle entries recorded in AKPAY before the end of the year. Payments made in 2006 through AKSAS, must be recorded in 2006 in AKPAY. **Please remind managers to turn in TA's timely.**

Comings and Goings

Tech Services welcomes Sarah Henderson, 465-2432, into a full-time Tech II position processing payroll and personnel actions for the General Group. She replaces Danielle Cadiente who has transferred out to a position with DOT.

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 tragedy of life is what dies inside a man while he lives.” ~ Albert Schweitzer*

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

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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](#).