

# 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 02, End Date 1/15/2007</b>
Number of Days/Hours in Pay Period	<b>11 days (9 + 2 Hol) / 82.5 (67.5 + 15 H) (Div. of Finance Pay Period Days/Hrs 2007)</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>2, New Years Day, Martin Luther King 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 appropriate calendar for your Tech Center</b>
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>1/17/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>
<b>Personnel Action Cut off Date</b> for Actions effective from 1/01/07 – 1/15/07	<b>1/17/2007 *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 1/31/2007</b>
Warrant Mail Date:	<b>1/25/2007</b>
Direct Deposit:	<b>1/26/2007</b>

## Hot Topics:

**Holiday Reminders for timekeepers** for the Holidays 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.

**2007 Timekeeper/Payroll Schedules** are now posted on the Division of Personnel Website under Quick Links. The Schedules provide deadlines to payroll contacts and timekeepers for each pay period for processing payroll. If you have questions, please contact Technical Services for assistance. A link is included under the Useful Websites listed below for your convenience.

**Quote:** “Originality is the art of concealing your source.” ~ Franklin P. Jones

**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**

## 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](#).