

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 05, End Date 02/28/2007
Number of Days/Hours in Pay Period	9 days (8 + 1 Hol) / 67.5 (60 + 7.5 H) hrs (Div. of Finance Pay Period Days/Hrs 2007) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1, President's Day 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 appropriate calendar for your Tech Center http://dop.state.ak.us/index.php?id=1067
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	3/2/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 2/16/07 –2/28/07	3/2/2007 *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.
Warrant Information:	Official Payday is 3/15/2007
Warrant mail Date:	3/12/2007
Direct Deposit:	3/13/2007

Hot Topics:

Annual Supervisory Unit Business Bank: The annual supervisory business bank assessment occurred in PP04. Three (3.0) hours were deducted from the personal leave accounts of all supervisory employees in the bargaining unit on 02/01/07.

Requests for Duplicate W-2

Duplicate W-2s are being requested through the Employee Call Center at 465-3009. Please refer employees to this number should they need assistance.

Employees who need to update mailing addresses should complete an Address Change Authorization form and submit to their Technical Service Office. This form can be found on the HR Forms link provided below.

Comings and Goings

Kean Nuttall, 465-5976, is new to Tech Services joining the General Group processing payroll for the Department of Labor. He replaces Krista Skannes who promoted into the HR Tech III position vacated by Kimberly Clark. Donna Hurley, 465-5997, is also new to Tech Services and joins the General Group processing payroll for the Department of Education and Early Development. Lori Day, 465-6018, transferred to the General Group from the DOT Group and will be processing payroll for the Department of Commerce and Economic Development. Joseph Reeves, 465-4211, is another new addition to Tech Services. Joseph will be processing payroll for the Department of Natural Resources replacing Melissa Hurley, 465-1689, who has transferred to the Health and Social Services Group. The DOT Group has a new addition in Jay Ribao, 465-1751, who will be processing vessel payroll. Welcome to all!

Quote: "Most people like hard work. Particularly when they are paying for it." ~ 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](#).