

# Technical Services Newsletter

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|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pay Period Information:</b>                                                         | <b>Semi Monthly Payroll information listed below.</b>                                                                                                                                                                                                |
| Pay Period Number and End Date                                                         | <b>Pay Period 09, End Date 04/30/2007</b>                                                                                                                                                                                                            |
| Number of Days/Hours in Pay Period                                                     | <b>11 days / 82.50 hrs (Div. of Finance Pay Period Days/Hrs 2007)</b><br><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>None</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><br><a href="http://dop.state.ak.us/index.php?id=1067">http://dop.state.ak.us/index.php?id=1067</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>5/2/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>                                                                                                                                                                                         |
| <b>Personnel Action Cut off Date</b><br>for Actions effective from<br>4/16/07 –4/30/07 | <b>5/2/2007</b> *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. <b>Please send actions in as you receive them, do not “wait” until the cutoff date.</b> |
| <b>Warrant Information:</b>                                                            | <b>Official Payday is 5/15/2007</b>                                                                                                                                                                                                                  |
| Warrant mail Date:                                                                     | <b>5/10/2007</b>                                                                                                                                                                                                                                     |
| Direct Deposit:                                                                        | <b>5/11/2007</b>                                                                                                                                                                                                                                     |

## Hot Topics:

**Employee Call Center:** Please remember to direct employees to the Employee Call Center when they have general questions about their pay and employment. The Employee Call Center phone number is (907) 465-3009.

Timesheets, PARFs, etc – Technical Services only needs one copy of a document! If you have sent the original, do not fax it. If you have faxed documents, do not send the original. Please only send/fax documents once, Thank you very much!

**Travel Status/Compensable Time** – The Technical Services Website now has a link under the Quick Links section which provided information on Travel Time. Please review this link and the information if you are curious or interested in the State of Alaska’s policy for what is compensable time.

The Division of Personnel’s Standard Operating Procedure, *Travel as Time Worked*, sets the policy for compensating overtime eligible employees in travel status. Overtime eligible employees must be paid in compliance with the Fair Labor Standards Act (FLSA), except where a collective bargaining agreement provides a greater benefit. According to the FLSA, *only certain travel time is compensable. ....*

## Comings and Goings

Resources team welcomes Breanne Erickson (465-6169); she will be working with Fish & Game. H&SS team welcomes Molly Zerbach (465-1636); she has filled Shannon Ely’s previous position. Both Molly and Breanne will be heavily involved in the training program for the first few weeks.

Tammy Kramer’s last day with the DOT team was April 23<sup>rd</sup>, she left us for another job! Tiffany Hildre has accepted her position with the DOT Team, she is excited to learn new things! She will be working between both positions until her position is filled. Karen Smith will be leaving Public Protection team, she has accepted the HRT III position for H&SS, she will be starting on May 14<sup>th</sup>. Congratulations everybody on your new jobs!!!

The DOT/H&SS support team has a few changes too; Jacki Smail starts on May 2<sup>nd</sup>, Alison Triebenbach is moving and her last day will be May 2<sup>nd</sup>, and Erlinda Padura will transferring from the Public Protection team and will be starting with us on Friday May 4<sup>th</sup>. Goodbye and goodluck to Alison and welcome Jacki and Erlinda!

*Quote: The good die young – because they see it’s no use living if you’ve got to be good.*

*~ John Barrymore*

**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

# Technical Services Newsletter

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](#).