

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 10, End Date 05/15/2007
Number of Days/Hours in Pay Period	11 days / 82.50 hrs (Div. of Finance Pay Period Days/Hrs 2007) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	None 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	5/17/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 5/01/07 –5/15/07	5/17/2007 *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.
Warrant Information:	Official Payday is 5/31/2007
Warrant mail Date:	5/24/2007
Direct Deposit:	5/25/2007

Hot Topics:

Family Leave – The Technical Services Website has a link under the Quick Links section which provided information on Family Leave. Please review this link and the information if you have general questions about the State of Alaska's policy/procedure.

Travel Status/Compensable Time – The Technical Services Website 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.*

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.

Comings and Goings

Monica Burke (465-3300) has accepted the Technical Services Supervisor position for the Public Protection Group. Welcome! Spring is here; enjoy the beautiful weather!

Quote: Calamities are of two kinds: misfortune to ourselves and good fortune to others.

~ Ambrose Bierce

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](#).