

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 11, End Date 05/31/2007
Number of Days/Hours in Pay Period	12 days (11+H) / 90 hrs (82.5 + 7.5 H) (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	6/4/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 5/16/07 –5/31/07	6/4/2007 *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 6/15/2007
Warrant mail Date:	6/11/2007
Direct Deposit:	6/12/2007

Hot Topics:

Open Enrollment for the State of Alaska's Select Benefits Plan began Monday, May 21, and ends Friday, June 8, 2007, at 5:00 p.m. Alaska Time. Email notifications have been distributed to employees and links are provided on the Retirement & Benefits website. Don't Delay—Enroll Right Away!

Holiday Reminders for timekeepers for the Holiday this pay period: All hours worked on a holiday for a GGU or SU 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. The Alaska Administrative Manual is posted on the Division of Finance website.

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

Susan Till (465-2342) has returned to the General Group, she will be processing payroll for Administration.

Quote: There are two things to aim at in life: first, to get what you want and, after that, to enjoy it. Only the wisest of mankind achieve the second. ~ writer Logan Pearsall Smith

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](#).