

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 13, End Date 06/30/2007
Number of Days/Hours in Pay Period	10 days / 75 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	7/5/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 6/16/2007 – 6/30/2007	7/3/2007 *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 7/13/2007
Warrant mail Date:	7/10/2007
Direct Deposit:	7/12/2007

Hot Topics:

Health Insurance Contributions: Remember that the June 30th payroll takes Health Insurance contributions for July; employees may notice a difference in their pay due to coverage elected at open enrollment. The website for Retirement & Benefits is listed below for current information.

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.

Comings and Goings:

Lisa Thompson (HRT III w/General) has resigned, her last day will be July 2, 2007. Good luck Lisa!

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.

Quote:

"The secret of staying young is to live honestly, eat slowly, and lie about your age."

~ Comedian Lucille Ball

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](#).