

# 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 14, End Date 07/15/2007</b>   |
| Number of Days/Hours in Pay Period   | <b>10 days (9 days + 1 Holiday) / 75 hrs (67.50 + 7.5 H)</b><br>(Div. of Finance Pay Period Days/Hrs 2007)<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>July 4<sup>th</sup></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>7/17/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!</b>   |
| <b>Personnel Action Cut off Date</b><br>for Actions effective from<br>7/1/2007 – 7/15/2007 | <b>7/17/2007</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 7/31/2007</b>   |
| Warrant mail Date:   | <b>7/25/2007</b>  |
| Direct Deposit:  | <b>7/26/2007</b>  |

## **Hot Topics:**

**Health Insurance Contributions:** Remember that the June 30<sup>th</sup> 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.

**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](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.

## **Comings and Goings:**

It has been a busy month at Technical Services! Goodbye & Good luck to Sara Henderson from General Group and Danielle Arreola from DOT, their last day with us is on 7/13. Congratulations to Susan Till the new Tech III for General Group (465-2776). Resources group welcomes Henriatha Rotola (465-6737) and Morgan Carter (465-6170) to their payroll team. Josephine Sangster has joined the support team for H&SS and began on 7/10.

## **Quote:**

"I am always doing that which I can not do, in order that I may learn how to do it" ~Pablo Picasso

**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](#).