

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 15, End Date 07/31/2007
Number of Days/Hours in Pay Period	12 days / 90 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	8/2/2007 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 7/16/2007 – 7/31/2007	8/2/2007 *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 8/15/2007
Warrant Mail Date:	8/9/2007
Direct Deposit:	8/10/2007

Hot Topics:

Please direct employees to the Employee Call Center when they have general questions about their pay and employment. The call center is provided by the Division of Personnel and Labor Relations through the Employee Planning and Information Center (EPIC). The employee call center number is 907-465-3009. Their hours are 8:00 – 5:00 pm; Monday – Friday.

Comings and Goings:

It has again been a busy month at Technical Services! Goodbye & Good luck to Tiffany Hildre her last day was on 7/25. Safe travels to Carla Havens, her last day is 8/3. The H&SS payroll team welcomes Janelle Earls back on 8/1. Elias Barger will be moving over to the DOT Marine payroll team the first part of August.

Quote: “Nothing is particularly hard if you divide it up into small jobs.” ~Henry Ford

HR Service Team FAX info: Please call your payroll contact if you have any questions- [Contact Us](#).

H&SS Payroll Services: Juneau Office FAX: 465-2384 Anchorage Office FAX: 269-3598

DOT Payroll Services: Juneau Office FAX: 465-2019 Anchorage Office FAX: 269-0497

General Agencies Payroll Services, Juneau: FAX: 465-1888 or 465-2475

Public Protection Payroll Services, Juneau: FAX: 465-2202 or 465-3381

Resources Payroll 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/drbb/home.htm>

Deferred Comp Plan <http://www.state.ak.us/drbb/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](#).