

Technical Services Newsletter

Pay Period Information:	Semi Monthly Payroll information listed below.
Pay Period Number and End Date	Pay Period 05, End Date 2/28/2006
Number of Days/Hours in Pay Period	9 days (8 + Hol) / 67.5 hrs (60 + 7.5 H)(Div. of Finance Pay Period Days/Hrs 2006) http://fin.admin.state.ak.us/dof/payroll/payroll_calendars.jsp
Number of Holidays	1 – Presidents’ Day 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=1017
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	3/3/2006 – DO NOT ATTACH LEAVE CASH IN TO TIMESHEETS!
Personnel Action Cut off Date for Actions effective from 2/16/06 –2/28/06	3/2/2006 *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 3/15/2006
Warrant mail Date:	3/9/2006
Direct Deposit:	3/10/2006

Hot Topics:

Holiday Reminders for timekeepers for the Holiday this pay period: All hours worked on a holiday for an 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.

When an employee has a change in marital status, supporting documentation, such as the marriage certificate, divorce/dissolution decree or death certificate must be included with the PARF for that change to take place. Thank you for ensuring complete packets are received for actions with PARFs.

Returning Seasonal GGU Employees

Please make sure returning GGU employees complete the GGU Overtime / Compensatory Time Option form. This form must be completed and submitted to the Tech Services Office with the PARF. The form is posted on the DOP website under HR forms alphabetical list and within the employee packets for returning seasonal employees.

Requests for Duplicate W-2

Duplicate W-2s are being requested through the Employee Call Center 465-3009. Please refer employees to this number should they need assistance.

Employees who need to update mailing addresses should complete an Address Change Authorization form and submit to their Technical Service Office. This form can be found on the HR Forms link provided below.

Comings & Goings:

General Technical Services Team changes – Susan Till (465-2432) and Diane Enanoria (465-2342) will now be serving the Department of Administration. Nena Long (465-6020) will now be serving the Department of Revenue. DOT welcomes Donna Goutermont (465-1750) she previously worked with H&SS Team.

Goings – Dianna Carter (H&SS) and Holly Papasodora (General) - Best wishes and good luck in your new endeavors!

Quote: *“It’s important for people to know what you stand for. It’s equally important that they know what you won’t stand for.” ~Mary Waldrip*

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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. EFF Hotline: 1-800-478-2625.

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](#).