State of Alaska Department of Administration Division of Finance

Payroll Reports Request Form

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INTRODUCTION

The following Alaska statutes pertain to the use of confidential information and to the responsibilities of employees who have access to confidential information. Sec. 40.25.110 stipulates that public records of all public agencies are open to inspection by the public, unless specifically provided otherwise as stated in Sec. 39.25.080. All information not exempted by Sec.39.25.080 is considered confidential.

SEC. 11.56.860. MISUSE OF CONFIDENTIAL INFORMATION.

- (a) A person who is or has been a public servant commits the crime of misuse of confidential information if the person
 - (1) learns confidential information through employment as a public servant; and
 - (2) while in office or after leaving office, uses the confidential information for personal gain or in a manner not connected with the performance of official duties other than by giving sworn testimony or evidence in a legal proceeding in conformity with a court order.
- (b) As used in this section, "confidential information" means information which has been classified confidential by law.
- (c) Misuse of confidential information is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

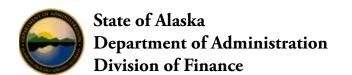
SEC. 39.52.140. IMPROPER USE OR DISCLOSURE OF INFORMATION.

- (a) A current or former public officer may not disclose or use information gained in the course of, or by reason of, the officer's official duties that could in any way result in the receipt of any benefit for the officer or an immediate family member, if the information has not also been disseminated to the public.
- (b) A current or former public officer may not disclose or use, without appropriate authorization, information acquired in the course of official duties that is confidential by law.

SEC. 39.25.080. PERSONNEL RECORDS CONFIDENTIAL; EXCEPTIONS.

- (a) State personnel records including employment applications and examination and other assessment materials, are confidential and are not open to public inspection except as provided in this section.
- (b) The following information is available for public inspection, subject to reasonable regulations on the time and manner of inspection.
 - (1) the names and position titles of all state employees;
 - (2) the position held by a state employee;
 - (3) prior positions held by a state employee;
 - (4) whether a state employee is in the classified, partially exempt, or exempt service.
 - (5) the dates of appointment and separation of a state employee; and
 - (6) the compensation authorized for a state employee.
 - (7) whether a state employee has been dismissed or disciplined for a violation of AS 39.25.160(I)

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GENERAL INFORMATION					
ADD UPDATE DELETE	EMPL ID NUM	EMPL USER ID (LDAP/A	AD) EMPLOYE	E LEGAL NAME	
	AGENCY#	DIVISION	PCN	JOB TITLE	
SECURITY REQUESTED					
REPORT DATA			LIMITED TO		
AKINQ - AKPAY Inquiry Reports			DOA/DOP&LR staff DOA/DOF Payroll staff		
Requires approval by DOA-Division of Finance Payroll Manager or designee			GOV, LEG, ACS HR/Payroll Staff Department HR Staff DRB Finance Employer Payroll Services		
Account Route Report			Access is limited by default to the user's home department. If access to more departments is needed, please select below:		
	01-GOV 02-DOA	☐ 07-DOL ☐ 08-CED	☐ 12-DPS ☐ 16-DOH	☐ 26-FCS ☐ 30-LEG	
	03-LAW 04-DOR	☐ 09-MVA ☐ 10-DNR	18-DEC 20-DOC	☐ 41-ACS	
	05-EED	☐ 11-DFG	☐ 25-DOT	☐ ALL DEPTS	
SIGNATURES					
Employee					
I have read the attached Statutes that pertain to the disclosure of information acquired in the course of official duties. I agree to limit my use of the data reports to state business purposes and to provide stewardship over the information provided to others. For information deemed Sensitive, I am aware that use of confidential information in a manner not connected with the performance of my duties is a class A misdemeanor. I agree not to share my sign on ID and password with other people.					
PRINTED LEGAL NAME			SIGNATURE	DATE	
Agency Appointing Authority / Security Contact Approval					
PRINTED LEGAL NAME			SIGNATURE		
Submit form to the Division of Finance System Security Group Email: DOA.DOF.System.Security@alaska.gov					
DOA-Division of Finance Payroll Manager Approval (ONLY REQUIRED FOR AKINQ ACCESS REQUESTS)					
PRINTED LEGAL NAME		SIGNATURE	DATE		

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