Providing insight to Alaskans

IRIS HRM Global Terminology Table

#	Term	Definition
1	Activity Folder	A screen from which various pages associated with similar activities can be accessed.
2	Annualized Hourly Rate	Hourly pay rate calculated based on the annual salary of the employee. The Annualized Hourly Rate is normally used in the calculation of premium pays, such as overtime, and may be used to calculate the leave payout when leave is cashed-in for employees subject to Cash Value of Leave.
3	Appointment ID	The Appointment ID field will display as blank for employees for their primary appointment. If they have more than one job with the State (separate position number) or are in layoff status, a secondary appointment ID is distinguished by using a one character number (1, 2, 3, etc.) or an L in the case of a layoff.
4	Date Advance Process	Batch Job during payroll process that generates an ESMT to record a date advance for those employees that have exceeded a leave without pay threshold (LWOP Bump). It also generates an ESMT record for those employees that meet the necessary criteria for a step increase.
5	Deduction Plan	Code which can be used to define variations of a deduction type as well as processing information on amounts and percentages, deduction frequency, used to calculate the deduction.
6	Deduction Type	Code which defines the specific deduction available for employees and its related options and controls.
7	Document	An electronic form used to enter and record HRM transactions and activities in IRIS. Some documents are configured to go through workflow (e.g. ESMT, TIMEI) for approval/certification. Other documents are created and submitted directly to final and do not require further processing.
8	Document Catalog	A central location where documents are stored and accessed.
9	Document Template	A version of a document set aside as a template to be used as a data entry shortcut.
10	Employee Self Service (ESS)	Application used by employees to view their human resources and payroll information.
11	Exception Pay	A method for paying employees where only time that is an exception to the hours normally worked is reported. The exceptions fall into three categories: leave usage, hours worked over the normal hours, or pay events that require accounting overrides. This method is not used by the State of Alaska and does not work with Semi-Monthly pay periods.

#	Term	Definition
12	**Grade**	Grade is used to designate the Salary Schedule and Range for the Position or employee. Grade in combination with the Table Driven Pay indicator will pay according to Salary Schedule, Range, and Step as selected.
13	**Grid**	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
14	**Grievance**	Document used to record and maintain details for employee related disputes, complaints, and grievances.
15	**Gross-To-Net (GTN)**	Offline process that calculates the net pay for employees by taking gross pay and subtracting all deductions.
16	**History**	Displays the pages a user has accessed during their current login session.
17	**Home Page**	The first page displayed after you log in to the system. It includes links for navigating around the system.
18	**Incident**	Document used to record and maintain details for employee related incidents such as Employee Award, Letter of Expectations, and drug testing information.
19	**Incumbent**	An employee in a position-based organization. An employee may be an incumbent to one or more positions.
20	**Inquiry**	A page that displays summary and detailed information from successfully processed documents, for viewing only.
21	**Labor Distribution Profile**	A pre-defined accounting distribution to which an employee's pay can be charged.
22	**Mass Change Process**	Process that uses criteria set up on the mass change pages (MASS, MAS2, MAS3, MAS4, and MAS5) to make identical changes to a group of employees at one time. These are centrally processed.
23	**Page**	A screen that displays data within IRIS.
24	**Pay Class**	Designates the pay frequency (semi/biweekly), standard workweek (37.5/40), and amount basis (salary/hourly) for the position or employee.
25	**Pay Cycle**	Distinct payroll period in which pay, deduction, and pension details are processed for a given group of employees.
26	**Pay Event**	Used to define various types of pay e.g. regular pay, overtime pay, and leave with pay.
27	**Pay Period**	Recurring length of time over which employee time is recorded and paid.
28	**Pay Period Factor**	Calculated as the semi-monthly salary / hours worked (base pay events) during a pay period, where "hours worked" includes hours in pay status (e.g., personal leave or holiday), non-overtime hours worked, and leave without pay (LWOP). Calculated each pay period for semi-monthly employees on an employee basis to accurately allocate pay across hours worked.

#	Term	Definition
29	Pay Parameters	The Pay Parameters section of the Employee Status Maintenance (ESMT) document is used to record pay not linked to a salary schedule using a rate override (for example, a commissioner), when an employee is linked to a salary schedule but they have a rate override, and when an employee receives additional cyclical pay such as uniform or cell phone allowances.
30	Payroll Accounting Document (PYRL)	Document created by the Payroll Accounting Management (PAM) process and loaded into IRIS Financial to record the accounting impacts of the payroll run.
31	Payroll Accounting Management (PAM)	Process where payroll accounting information is transferred to the financial system so that proper accounts are debited and credited. This is when budgets are hit.
32	Payroll Group	Reference Table which defines the groups of employees for check printing purposes based on their assigned pay cycle.
33	Payroll Number	Used to group employees for whom pay is generated at the same time (for example, semi-monthly or biweekly).
34	Personnel Action	Defines those actions which affect an employee's employment status, title and pay, such as promotion, demotion, leave of absence, transfer, separation, etc.
35	Personnel Action Reason	Code that defines the reasons associated with personnel actions.
36	Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
37	Primary Navigation Panel	A bar at the top of the IRIS screen which contains icons and links enabling a user to personalize their home page, access online help, log out, and search for a page.
38	Position Number	A unique number associated with a position.
39	Positive Pay	Payroll method that requires time reporting in order for an employee to be paid. The State of Alaska uses Positive Pay methodology.
40	Preliminary Payroll	Trial run of the payroll prior to the final payroll processing. The Preliminary Payroll process provides error reporting to make corrections for the final payroll.
41	Reference Tables	Pages that control how the application functions and provide valid values (codes) for data entry. Tables can be updated by users who have appropriate security authorization.
42	Regular Payroll	Series of batch jobs to generate the payroll data as well as print pay checks, pay detail, and deduction detail.
43	Scalar	A detailed section for a single record on a table. The record selected in the grid has its information displayed in the scalar section of the page.

#	Term	Definition
44	Secondary Navigation Panel	A menu on the left side of the IRIS screen which provides links to related areas, the links displayed change depending on which page the user is on.
45	Semi-Monthly Pay Calculation	Calculated as hours times the Pay Period Factor plus any required rounding adjustment.
46	Subject Gross Amount	The include/exclude amount on which a specific deduction's calculation is based.
47	Sub-title	Additional information tied to the title of a position which identifies overtime eligibility and bargaining unit for most positions. The subtitle will display on the timesheet.
48	Supplemental Payroll	An interim payroll run used to produce replacement, duplicate and special payment checks. Leave accruals are not processed in Supplemental Payrolls.
49	Table Driven Pay	A type of pay configuration that calculates base pay using salary schedules configured on the Grade and Step tables.
50	Timesheet Group	Set of employees that have been grouped for purposes of timesheet entry.
51	Time to Gross (TTG)	Offline process that translates the employee's hours worked to gross pay based on the employee's assigned pay rate.
52	Title	A table used to define and identify the employee's job including information such as the EEO category, occupational group, and grade (range).
53	Wildcard	A character that can be used to represent one or more characters when utilizing search functionality. The wildcard used in IRIS is the asterisk (*).
54	Wizard	A feature which streamlines a process by auto-generating documents associated with an action. Contains sets of pages which generate multiple transactions for a change for one or more entities (positions or employees).
55	Workflow	An online approval process for documents that follows a defined order of approval. Only specified documents go through workflow.
56	Work Cycle	Defines the scheduled shifts, hours, and days that constitute the schedule for a group of employees. Used to auto-populate a timesheet.
57	Worklist	A list of documents routed through workflow to a user group for review and approval.
58	Workspaces	A location in IRIS that allows you to access a series of pages related to your work.