

HR Update

HR ... Solutions for Success.

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State of Alaska
Division of Personnel and Labor
Relations

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HR UPDATE LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact franklin.hurt@alaska.gov.

ASSET Project Status By Amanda Webb

In the month of July, the ASSET project team worked to close the Build phase and entered the Deliver phase of the project. The Deliver phase is scheduled to last four months, ending in October 2011 and will involve testing of the configured ASSET system with the State's specific business rules.

Testing will be conducted first by ASSET project staff, and then Agency Human Resources (HR) staff will be trained in the configured system to further help

conduct system testing. A dedicated User Acceptance Testing (UAT) computer lab is being configured in the ASSET Project Office in Juneau for Agency HR staff to come and help with testing together with project staff.

Upon completion of the Deliver phase, the project will move into the Deploy phase in the months of November and December with the Division of Finance and the Division of Personnel and Labor Relations piloting the newly configured system for their Time and Attendance processes.

A phased deployment which includes training for all employees will begin in January. To ease the transition to ASSET, departments have the option of choosing one phase or a phased deployment occurring over several months; in the phased deployment model agencies will specify groups of employees to be deployed in each phase.

The ASSET project team and the department liaisons are in the process of developing the specific groups and timing for this rollout.



ASSET Project Recognizes Contributors By Amanda Webb

The ASSET Project Steering Committee took the opportunity to recognize two State of Alaska employees for their contributions to the project.

Young Ha, an employee of the Department of Environmental Conservation, participated in the naming contest for the State's Time and Attendance System last fall; her winning entry of ASSET is an acronym for "Alaska Statewide System for Employee Time."



Also recognized was Jessica ‘Jesi’ Williams of the Division of Personnel and Labor Relations; Jesi came up with the concept behind the ASSET logo that will be used to define and brand the system. Nicki Neal, director of the Division of Personnel and Labor Relations, presented Young and Jesi each an engraved glass clock and water bottle imprinted with the ASSET logo.



HR Process Enhancement & Forms Revision By Judy Porter

If you are a manager, there’s a pretty good chance you’ve complained, at least once, “Why does it take so long for new employees to receive a state email account?!” As of July 16, 2011 this lingering complaint was resolved. **The Pre-Employment Certification** form (formerly the Applicant Certification) and the add-on of a new pre-hire feature to the state payroll system (AKPAY) work together to permit the activation of a state email account on or before the first work day of a new employee. The Divisions of Personnel, Finance and Enterprise Technology Services are pleased to deliver this long desired improvement.

The **Pre-Employment Certification** (rev. 6/2011) is now a mandatory form completion requirement for classified, partially-exempt and exempt new hires or appointees. The form achieves two

management goals. First, it collects essential pre-employment information needed to appropriately manage and conclude the state hire process. Second, upon receiving proper hire approval and an acceptance of employment, it collects information your HR Service Center needs to enroll a new hire or appointee in AKPAY prior to their first day of work. Pre-hire enrollment in AKPAY permits the early-activation of state email and will allow a new employee to enter time and attendance. The ability to enter time on the first work day is an operating requirement of the Alaska Statewide System for Employee Time (ASSET). Deployment of the state’s new time and attendance system is set to begin in December 2011.

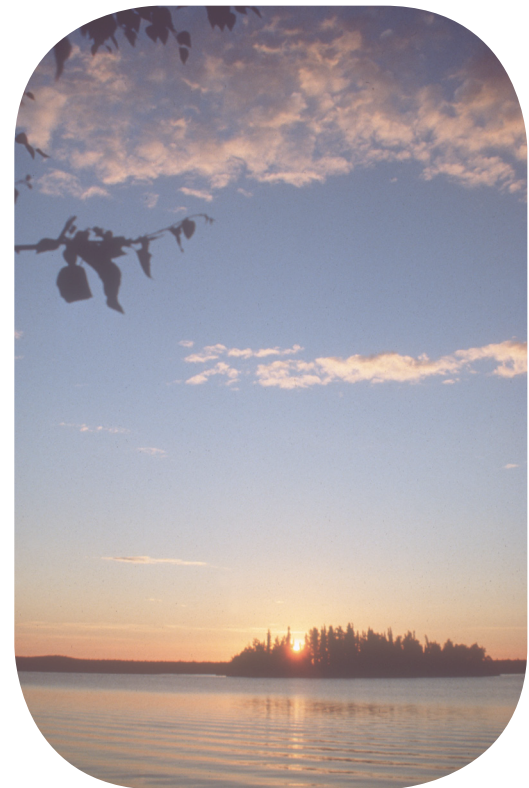
Detailed guidance about the Pre-Employment Certification and PH (pre-hire) AKPAY process was distributed to Administrative Services Directors, supervisors and to agency administrative contacts. To learn more, please contact your administrative manager or your HR Service Center.

The **Personnel Action Request Form** is regularly used by agencies to request an original or a change to the personnel or position status of an employee. Commonly referred to as the **PARF**, the form has been significantly revised. The new form version (Rev. 7/2011) must be used for actions effective on or after July 16, 2011.

The revised PARF includes two new ASSET data collection fields and serves to more effectively group information captured on the form. The second page, ‘Personnel Action Request – Form Field Definitions’ provides improved form user detail. ESS User Type and Superior PCN fields have been added so agencies can report certain changes to the position status record in AKPAY. Maintaining these new ASSET data fields is imperative to ensure the new time and attendance system deploys in a functionally correct manner.

Superior PCN records the PCN of the time approver for a particular position (normally the supervisor). If there is a permanent change of the time approver, an agency will submit a PARF to record the change in AKPAY. Although **ESS User Type** is not yet an active data field in AKPAY. However, once the field is pre-loaded and activated for use, an agency will submit a PARF to change the ESS user type of a position. The ESS User Type data field is expected to activate later this summer; agencies will receive further information at that time. To learn more about completing the revised PARF, please contact your HR Service Center.

The Pre-Employment Certification and Request for Personnel Action forms can be found on the Division of Personnel & Labor Relations webpage via the Human Resource Forms Page quick-link or at this address: <http://doa.alaska.gov/dop/resources/hrforms>.



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Introducing New Human Resource Managers

By Nancy Sutch

The Division of Personnel and Labor Relations would like to welcome Dallas Hargrave and Dana Phillips as new Human Resources Managers. Dallas replaces Maritt Miller as the Human Resources Manager for the Health and Social Services Service (HSS) Center and Dana replaces Darice Walter as the Human Resources Manager for the Public Protection Service Center.

For the last 4.5 years, Dallas has been a Labor Relations Analyst for the Labor Relations section of DOPLR, first assigned to H&SS and then assigned to Alaska Marine Highway System. Before becoming a Labor Relations Analyst, Dallas was an Assistant Public Defender in Ketchikan and a Law Clerk for the Honorable Michael Thompson at the Superior Court in Ketchikan. Dallas has also worked for the Federal Aviation Administration for 7 years in Juneau and Denver. Dallas has a Masters degree in Public Administration from UAS and a Juris Doctorate degree from the University of Denver.

Dana was hired in 2006 with the DOT/PF Management Service Group and worked for three years before taking a short break from State service. She returned in the fall of 2009 with the Public Protection Service Center as a Human Resource Specialist. Prior to working for the State of Alaska, Dana worked in human resources in the private sector, primarily with non-profit health care where she specialized in recruitment, payroll, benefits and workforce planning. She then worked as a Human Resource Generalist at the Alaska Native Heritage Center. Dana serves as an Adjunct Instructor for the division's Training and Development program delivering five different courses. Dana has Bachelor of Science degree in Human Resources.

Classification Class Study Update

Active Studies:

- Equal Employment Opportunity Officer
- Biologists (Fishery, Habitat, Wildlife, and F&G Regional Supervisor)
- Medical Records Administrator
- Environmental Laboratory Scientist (Chemist and Microbiologist)
- State Medical Examiner's Office
- Mechanical Inspection Investigator

Recently Completed Studies:

- Administrator, Violent Crimes Compensation Board - effective 8/16/2011
- Business Analyst (ERP) - effective 8/2/2011
- Cartographer I-IV (GIS) - effective 8/1/2011
- Executive Director, Health Care Commission - effective 7/16/2011
- Juvenile Justice Officer I -III - effective 6/16/2011
- Juvenile Justice Unit Supervisor - effective 6/16/2011
- Juvenile Justice Superintendent I-II - effective 6/16/2011
- Occupational Safety & Health Analyst - effective 4/1/11



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