



# HR UPDATE

*HR... Solutions for Success*

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 FY 2012 Workforce Profile

## Recruitment System Replacement Project Update

By Holly Cox

The Division of Personnel and Labor Relations Recruitment Services project team is steadily moving forward with getting the NEOGOV Insight recruitment system set up and ready to go. Over the past two months we have completed system training and started work on finalizing the system configurations to move information into the production environment. We have a new look and feel for Workplace Alaska public facing website and are working with NeoGov to get the look finalized before going to production.

In the next two weeks, we will complete Human Resource (HR) User Training for all HR recruitment staff in the agencies. After that, the focus will shift to hiring manager

training. The Insight recruitment system provides online tutorials for hiring managers to learn the Online Hiring Center (OHC). The tutorials take approximately 1 hour to complete. In addition to this training, we will be providing job aides to assist hiring managers in navigating the OHC. According to information from other states who have implemented this system, the majority of hiring managers find that completion of the online tutorials is all that is needed to utilize the Insight recruitment system. However, we intend to work with agency HR staff to evaluate supplemental training options for hiring managers in each agency.

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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 [holly.cox@alaska.gov](mailto:holly.cox@alaska.gov).



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It is important to note that the initial focus in hiring manager training will be key administrative staff, hiring managers with a current need to post a recruitment, and hiring managers who post multiple, frequent recruitments. After this group is trained, we will look at the best approach to ongoing supplemental training for hiring managers.

We recently updated our project timeline on the project web page. Department of Revenue will be our pilot agency. They will begin using the new system to post recruitments on February 19th. We anticipate the remaining agencies will begin using the new system on March 18th. The information on the current version of Workplace Alaska will remain available for you to view and copy until June 30, 2013.

For information on the new system and the project timelines visit <http://doa.alaska.gov/dop/Recruitment/neogov/>.



## Duplicate Requests for 2012 W-2 Forms

By Rick Morrison

The 2012 W-2s will be sent to the mailroom for distribution to State of Alaska employees on Tuesday, January 22, 2013. Requests for duplicate 2012 W-2 forms will be processed beginning February 4. Please allow the post office time to deliver misrouted or forwarded W-2s.

All requests for W-2 reprints should be directed to the Employee Call Center, which can be reached by phone at 465-3009, by fax at 465-6624, or by email at [employeecallcenter@alaska.gov](mailto:employeecallcenter@alaska.gov). Every effort will be made to process duplicate W-2 requests within in one business day between February 4 and April 15, 2013.

Employees of the Office of the Governor, Legislative Branch, and the Alaska Court System should direct requests to their Human Resource Office.

Questions may be directed to the Employee Call Center.

## Leave Cash-ins Reminders

By Andrew Hoffman

- Send your leave cash-in to Payroll Services separate from your timesheet. If emailing, note "leave cash-in" in the "Subject" field.
- Most bargaining unit contracts require employees to retain a minimum leave balance after the cash-in.

*Note: For General Government, Supervisory, Confidential, Partially Exempt, Exempt and LTC employees the minimum leave balance is 37.5 hours. For bargaining units not listed please contact your payroll office or review your respective contract.*

- Request your cash-in in advance of your need, if possible. For most bargaining units, Payroll Services has one pay period to process a leave cash-in once it has been received

*Note: Several contracts, including General Government and Supervisory, state that, "Payment will be made no later than one (1) pay period following the pay period in which the request was made."*

If you have additional questions about leave cash-ins feel free to contact your Payroll Services contact.

Here is a link to the Payroll's contact list: <http://doa.alaska.gov/dop/fileadmin/ServiceCenter/PayrollContactList.pdf>

## Class Study Update

For the latest Class Study information go to <http://doa.alaska.gov/dop/classification/classStudies/>