



# HR UPDATE

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By Alysia Jones

IRIS (Integrated Resource Information System) is an integrated administrative system that will enable State employees to work smarter with streamlined work processes, improved sharing of and access to information, and self-services for vendors and employees. The IRIS Project Team and departmental Subject Matter Experts (SMEs) examined current business processes and are looking at ways to make those processes more efficient in the new system.

*What does this mean for you?* Changes. Changes to process, workflow, terminology, and more. The IRIS Project Team understands changes of this scale require a lot of preparation and adjustment. For most of us, learning something new can be a challenge. Our brains like routine activity. Often, the brain perceives new behaviors and processes as errors, which can increase our stress, making it even harder to change our routines. The IRIS Project Team is committed to minimizing the impacts of adopting a new system in your daily work routine by ensuring you will be prepared and trained to use the new system prior to Go Live.

This month the IRIS Project Team kicks off its implementation readiness meetings. IRIS Team members will meet with departments to discuss upcoming project-related activities that need to be completed prior to go live and look at areas where IRIS needs departmental assistance with the preparations. In fall 2013, configured system demonstrations will be offered in Juneau and Anchorage. These demonstrations will illustrate how procurement and financial functionality is integrated in IRIS and supported by automated work flow.

In early 2014, Train-the-Trainer will begin and End User training for the financial and procurement modules will begin in spring 2014 in preparation for go live on July 1, 2014.

A similar flow of activities will occur prior to the roll out of the HR and Payroll modules scheduled for January 2016.

For more information about IRIS, visit <http://doa.alaska.gov/dof/iris> or email the IRIS Project Team at [IRIS.Project@alaska.gov](mailto:IRIS.Project@alaska.gov).

### 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).



By Tim Parker

This month, the new online learning management system, LearnAlaska, will go-live. A component of IRIS, the statewide effort to implement an integrated financial, procurement, human resource and payroll management solution, LearnAlaska facilitates employee training activities and tracks workforce training efforts. LearnAlaska offers an enterprise solution for the State of Alaska to manage and report on training activity for those courses administered in LearnAlaska. LearnAlaska also provides enhanced functionality for course content management, staff enrollments, and tracking course completion.

For the initial phase of implementation, all courses offered by the Department of Administration's Divisions of Personnel and Labor Relations (DOPLR) and Finance (DOF) will be administered through LearnAlaska. Please note that courses offered by the Division of General Services related to Procurement Certification will continue to be administered in TrainAlaska. Following this initial phase of deployment, LearnAlaska will be available to other training providers in the State.

An official announcement will be sent to the Alaska Procurement Officers Group, Administrative Services Directors, State Finance Officers and the IRIS Steering Committee once LearnAlaska is live. A notification will

also be sent to all students currently enrolled in courses offered by DOPLR and DOF informing them of the change in course administration; all current enrollments will be transferred to LearnAlaska as part of the project's production cutover tasks. Current TrainAlaska data related to course completions will also be transferred to LearnAlaska.

A portal page for the application will be published at the same time as the go-live. This page will provide users and managers with the Login link, training resources, reference guides, frequently asked questions, and contact information. Responsibility for a Help Desk for the system will be shared by staff in DOP&LR and DOF. Issues and questions may be submitted by email to a shared email account or by telephone. Telephone calls will primarily be answered by DOPLR Training and Development staff in Anchorage; calls may be routed from there to agency password administrators, content authors, or the enterprise administrators if technical support by the vendor is necessary.

Additional information about LearnAlaska is available on the IRIS Project > LearnAlaska project page.

## Mandatory Posters Q and A

By Kim Garrett

### What is the posting requirement?

Federal and State law require various notices be posted in the workplace – everything from information about workplace safety to equal employment opportunity rights. There are no specific details about the number of bulletin boards or specific locations, but the bottom line is they all need to be in a visible, accessible, and conspicuous place where employees will readily see them. There is one State policy, however, that does provide some detail: Administrative Order 129 for the ADA Compliance Program states that its policy information be placed on “all bulletin boards and at every facility and office.”

In addition, if there is a large body of employees who are not literate in English but are literate in another language, there are provisions in some laws, such as the federal Family and Medical Leave Act, that require notices in that other language. If that is the case in your department, please contact your department HR lead or the State EEO Program office for assistance.

### Where do we get the posters?

All of the required State and Federal posters are available free to download from the “Mandatory Employment Related Posters” website at: <http://doa.alaska.gov/dop/resources/mandatoryPosters/>

As long as these posters are up-to-date and displayed appropriately, there's no need to purchase poster packages for each work location unless that's your department's preference.

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(...Mandatory Posters continued)

**How do we know about changes?**

As the poster list is modified, the Employee Planning and Information Center (EPIC) staff sends out an email to the mandatory posters email distribution list notifying recipients of the change and reminding them of the requirement to post the notices on a bulletin board or other area that is accessible to all staff. The list was established many years ago, with the expectation that the email recipient is responsible for distributing the

information as needed and ensuring the notices are updated and posted. Each department should have at least one person listed as a contact.

**Who is on the email notification list?**

The email recipients' names are listed in the properties for the "DOA DOP Mandatory Posters Contact List" and can be viewed with a search in your Outlook email address book. Any changes to this list may be sent to Frank Hurt in EPIC at franklin.hurt@alaska.gov.

**Classification Outline**

By Kirk Thorsteinson

The Classification Outline is a quick access tool used to identify all available job classes in the Classified and Partially Exempt Services and their respective information and codes.

The Classification Outline is the hierarchy by which various job classes and class series are sorted into Occupational Groups and Job Families. The outline is comprised of two sections: Part 1 includes the introduction, definitions, and a descriptive list organized by group, family, and job classes (PA01 Executives and Senior Administrators - PL09 Craftwork and Labor: Facility Security); Part 2 is the Cross-walk with other coding systems such as the Census State and Local Job Code ordered alphabetically by job class title (Accountant I - Workers' Compensation Technician). Part 2 is the easiest way to find information and codes unique to a job class and can be opened in Excel format which allows you to sort the data specifically to your needs.

Detailed information and codes specific to a job class were previously listed at the top of each job class specification prior to Workplace Alaska's transition from Lotus Notes to NEOGOV's Insight System. The majority of the information and codes are currently hidden unless you are logged in with hiring manager or human resources authority.

The hidden information and codes are also accessible via Part 2 of the Classification Outline.

The Classification Outline is located at <http://doa.alaska.gov/dop/classification> on the right side of the web page under 'Classification Quick Links.' We update the Classification Outline on a monthly basis and we will no longer publish or distribute the Classification Outline in a hard copy format.

**Electronic Leave Slips**

By Holly Cox

The Division of Personnel and Labor Relations has made the decision to move to an Electronic Leave Slip. The Leave Slip is available on the HR Forms page (<http://doa.alaska.gov/dop/resources/hrForms/>) listed as "Leave Slip, Electronic". We still have paper leave slips available that can be ordered by emailing Helen Warman at [helen.warman@alaska.gov](mailto:helen.warman@alaska.gov).

**Class Study Update**

**Active Studies**

- Medical Records Assistant
- Fish Pathologist
- Juvenile Probation Officer IV
- Occupational Therapist
- AIAS Badge Clerks
- Occupational License Examiners
- Public Health Specialist
- Internal Auditors
- Hydrologists
- Port Engineering Supervisor
- Executive & Assistant Director, APOC
- Mechanic, Automotive (w/ ARFF)

For the most up to date information on Class Studies and Recently Completed Studies visit the Classification website at <http://doa.alaska.gov/dop/classification/classStudies/>



## Family Leave Process (Revised and Updated)

By Andrew Hoffman

The Payroll Services Section within the Division of Personnel and Labor Relations reviewed the family leave process and determined that updates needed to occur. The guiding goals were to streamline procedures to increase timeliness and to develop family leave training for departments and Payroll Services' staff. The updates highlighted below have been made in order to meet these goals.

The Family Leave website (<http://doa.alaska.gov/dop/serviceCenters/familyLeave/>) has been updated with current information and includes many useful resources (e.g. an updated Powerpoint and the Family Leave FAQs) which will help employees and supervisors navigate family leave. The Powerpoint can be used as a tool to educate staff concerning family leave. Please take a moment to review this information.

Changes have also been made to

the family leave process. The most significant change is that the Family Leave Packet has been updated to include the information previously provided in the Conditional Family Leave Invoke letter sent to employees. Effective June 1st the Family Leave Packet, given to the employee by his or her supervisor, will replace the Conditional Family Leave Invoke letter previously sent by Payroll Services. This packet has been updated in order to provide the employee with the information they need pertaining to their rights and responsibilities under family leave.

The Payroll Services Section will continue to notify employees concerning their family leave entitlements and will track family leave usage each pay period. We, in the Division of Personnel and Labor Relations, anticipate these changes will result in a smoother process for those needing family leave.

### Updated Payroll Services Website

The Payroll Services Section has a new website that went live on April 22nd, 2013. Our new website has been transformed to reflect our new structure within the Division of Personnel and Labor Relations. The website includes links to helpful information and resources including HR Forms, Family Leave information, payroll calendars and much much more. The website serves as a resource for all of your payroll needs as well as provides links to other state websites that have a direct relationship with our payroll processing. You can locate the website at <http://doa.alaska.gov/dop/Payroll>

## Meet Your HR Staff

**Name:** Elroy Ainsley

**Position:** Training Specialist II  
Division of Personnel and Labor Relations / Training & Development

**How long have you worked for the Division?**

Since September 2008

**What do you currently do for the Division?**

As a trainer in Training & Development I get to do a lot of things and it can be quite exciting. I work with the many courses offered by the Division of Personnel & Labor Relations, Training & Development Program. I get involved in development projects, some research,

and class design and of course class delivery.

**What is your favorite part of your job?**

I like the variety and that overall the work provides for positive influence. What I like most is when employees that come to class with pre-conceived negative ideas suddenly realize there are areas they or others in their workplace can improve and there is sort of an "aha" moment.

**How long have you worked for the State?**

Since 2007, wish it had been 2006, so I guess not long enough.

**Have you travelled anywhere outside Alaska?**

I came to the States in 1999 and now I am an American Citizen. I was raised down under where they made Lord of the Rings, and have travelled to Cook Islands, Hawaii, Florida, Australia, Europe and the USA in the past.

**Do you have any hobbies, activities or things that you like to do?**

Pretty much the usual Alaska things, fishing, camping, snow blowing my driveway, was that sarcasm, I think it was. If I was in Hawaii I would snorkel and lay on the beach in between watching whales from a boat. I just recently got back in to martial arts and am trying to get fit again.