

HR... Solutions for Success



# HR UPDATE

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### CLASS STUDY UPDATE:

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

### 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).

## Changing Your Legal Name and Marital Status

By EPIC

The State of Alaska (SOA) must comply with the federal requirement that the name and number on an employee's social security number (SSN) card match their employer's records. The first step to having your name updated with the SOA is to request a new SSN card through the Social Security Administration (SSA) by completing the Application for a Social Security Card form (Social Security Application). This form, along with other mandatory and optional forms for status changes, can be found on the Division of Personnel and Labor Relations website under Human Resource Forms at: <http://doa.alaska.gov/dop/resources/employeePackets/#17>.

Once you have received your new SSN card you can submit the request to have your name changed through your department's administrative/HR contact. If you want to change your marital status with the SOA, then you'll need to either provide a certified copy of your marriage certificate or a copy of your divorce decree. Once the paperwork is processed, your name will be changed in the payroll system,

Retirement & Benefits system, and with the health care provider AlaskaCare, for those employees covered by that plan. If your health insurance is provided by a union health trust (GGU/ASEA, LTC, PSEA, and Masters, Mates & Pilots), you'll need to contact them directly to change your name.

If you have any questions regarding this process, please contact the Employee Call Center by email at [EmployeeCallCenter@alaska.gov](mailto:EmployeeCallCenter@alaska.gov) or by phone at 465-3009.

Form Name	Requirement	Mandatory/Optional
Name Change		
<b>Board and Commission Members Hire Packet:</b>		
Personnel Action Request Form (PAR) (PDF/Excel)	Mandatory	
Employment Eligibility Verification (E-9)	Mandatory	
Address Authorization Form	Mandatory	
Parental Leave Request Form	Mandatory	
Designation of Beneficiary for Unpaid Compensation	Mandatory	
Attendance Sheet	Mandatory	
State Security Form (SS-104)	Mandatory	
<b>Board and Commission Members Separation Packet:</b>		
Personnel Action Request Form (PAR) (PDF/Excel)	Mandatory	
Address Authorization Change Form	Mandatory	
SSS Annuity Election Form	Mandatory	
Attendance Sheet	Mandatory	
Current State Employee Position Change (Transfer, etc.)	Optional	
Current Employee Terms Separation Checklist	Optional	
Address Authorization Change Form	Optional	
Statewide Pensions	Optional	

## FY 2014 Workforce Profile

By EPIC

The State of Alaska Workforce Profile for Fiscal Year 2014 is now available on the Division of Personnel & Labor Relations homepage at: [http://doa.alaska.gov/dop/fileadmin/DOP\\_Home/pdf/dopannualreport.pdf](http://doa.alaska.gov/dop/fileadmin/DOP_Home/pdf/dopannualreport.pdf)

The Workforce Profile is specific to Executive Branch employees, and contains counts of these employees by department, region, location, gender, age, bargaining unit, and other categories. Copies of the current and prior year profiles, and other publications, are found on the Division's publications, reports, and newsletters page at: <http://doa.alaska.gov/dop/resources/publications/>

Please contact Kim Garrett of the Employee Planning and Information Center if you have questions about these publications.

## 2015 Timekeeper Schedule

By Payroll Services

The 2015 semi-monthly and bi-weekly Timekeeper Schedules are now available at the following link: <http://doa.alaska.gov/dop/serviceCenters/timekeeperSchedule/>

These schedules indicate the dates when Time Collectors and Time Keepers must have timesheets submitted to Payroll Services.

## Photo: AFN Anchorage 2014



HR Consultants Yolanda Wray (left) and Erin Collins (right) staff the State's Workplace Alaska booth at this year's Alaska Federation of Natives Conference. Thousands of Alaskans descended on the Dena'ina Center in Anchorage on October 23, 2014; and we talked to many of them about working for the state.

## Photo: Payroll Services Ugly Holiday Sweater Day



Payroll Services in Juneau celebrated National Ugly Holiday Sweater Day on Friday December 12, 2014.