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.

LearnAlaska Tips and Tricks: How to Check Your Approval Request and Enrollment Status

By LearnAlaska Help Desk

The LearnAlaska Help Desk is often asked to check on the status of a user's approval request or enrollment. While the Help Desk is happy to assist with these inquires it is important to note that LearnAlaska allows users to check the status of an approval request or enrollment for themselves as well.

Checking Approval Request Status

The way that most people know the status of their approval request is through the emails that are automatically generated by LearnAlaska. Approval requirements for course and content items hosted in LearnAlaska are course specific; meaning that different courses can have very different approval requirements. For example, most of the courses offered by the Division of Personnel and Labor Relations require supervisor approval, while the ALDER 100 and ALDER 101 courses offered by the Division of Finance (DOF) only require the approval of the DOF Training Team. It can be helpful to review the course description for approval specifics.

When you submit a request for approval an email is sent to the requestor (the employee) and to whoever needs to process the approval (usually the supervisor). When the request is processed by the supervisor (either approved or denied) a second email is sent to the requestor informing them of the decision. In a multi-step approval process the requestor will receive an email informing them of each step in the approval process. They will receive a final email to let them know when their request has been approved or denied.

You may check the status of your approval request from within LearnAlaska. Once you have logged into LearnAlaska and reached your My Learning Plan homepage, go to the My Workspace > My Access Requests menu option to check the status of your approval requests. On this page a user may search for the courses and content that they have requested access to and get the current status of that request. The status can be one of the following: *(..continues on page 2)*

- Approved – The request has gone through all necessary approvers and has been approved.
- Cancelled – The user cancelled the access request before it had been completely processed.
- Denied – The request has been denied by one of the necessary approvers.
- Expired – The enrollment deadline for the classroom section has passed so the access request has expired.
- Pending – The request is still awaiting approval.

(*See Figure 1*)

usually the supervisor.

Checking Enrollment Status

Once the user has received approval for classroom courses requiring approval, they will automatically be enrolled or waitlisted in that section of the classroom course. LearnAlaska will generate an automatic email informing the requestor of their status, either enrolled or waitlisted.

If, for some reason, the email notification is not received users may check their enrollment status by logging into LearnAlaska. The My Learning Plan homepage for all users displays all courses the user is currently enrolled in or waitlisted for; classroom courses can be found under the Scheduled Training heading. The current status for a particular section will be listed in the Enrollment Status column. To review the details such as date, time, and location for a particular section click on the + symbol to the left of the Course Title. (*See Figure 2*)

Users cannot be enrolled and waitlisted for two sections of the same Classroom Course, but they may be waitlisted for multiple sections at once. Once you are enrolled in a section of a Classroom Course then LearnAlaska does not allow you to request access to enroll or waitlist in another section of that Classroom Course.

Users may review all automated emails sent by LearnAlaska under the My Messages menu option. If at any time you have questions about the status of an approval request or enrollment status contact the LearnAlaska Help Desk for further assistance.

Records found: 6

	Title	Type	Request Date	Current Status
	SOA-DOA-DOF: ALDER 100: Report Viewers Training	Curriculum	4/3/2015	Denied
	SOA-DOA-DOPLR: A Respectful Workplace (ARWP) (9/4/2013-9/4/2013)	Classroom Section	8/27/2013	Approved
	SOA-DOA-DOPLR: Effective Presentations (EPRS) (9/10/2014-9/10/2014)	Classroom Section	9/2/2014	Approved
	SOA-DOA-DOPLR: Workplace Alaska for Hiring Managers (WPAK)	Online	3/31/2015	Cancelled

Figure 1

This tool can help users keep track of the status of their requests and to double check if they do not remember receiving the system generated emails. The important thing to remember is that approval to take a course does not guarantee enrollment in a course. Approval just shows that the request to take the course or content item has been approved by the appropriate party,

LearnAlaska Help Desk (http://doa.alaska.gov/dof/learnalaska/contact.html)

Learnalaska.helpdesk@alaska.gov

907-375-7700

Scheduled Training

Records found: 2

			Course Title	Enrollment Status	Status Date	Section Date Range	Section Title
+			SOA-DOA-DOF: IRIS-200 Management Overview	Waitlisted	4/3/2015	5/5/2015 - 5/5/2015	Juneau, May 5, 2015
+			SOA-DOA-DOF: IRIS-110 Getting Started	Enrolled	4/14/2015	4/16/2015 - 4/16/2015	Juneau, April 16, 2015 AM Session

Figure 2

The Alaska Department of Administration complies with Title II of the 1990 Americans with Disabilities Act. This publication is availablein alternative communication formats upon request. To make necessary arrangements, contact the Employee Planning and InformationCenter for the Division of Personnel and Labor Relations at (907) 465-4434 or the TDD for the hearing impaired at (907) 465-3888.

Updated Rich Text Editor for Workplace Alaska

By Brittany Buell

On April 20, 2015, there will be a new Rich Text Editor implemented for the Workplace Alaska recruitment site, powered by NEOGOV. The update will restrict formatting significantly to ensure that all job postings are ADA Section 508 compliant. Job postings will now only be available in black text with basic options for formatting such as bolding, italicizing, underlining, text alignment, and bullet points. If hiring managers choose to use hyperlinks in a job posting, the hyperlinks will still be indicated with a blue text.

It is now more important than ever to ensure that language used in job postings is clear and concise, as job postings will no longer be able to rely on highlighted text or variants in text color to show emphasis. It is also important to ensure that all the knowledge, skills, abilities, education, and experience that are listed in job postings are job specific and relevant to the body of work the position performs. Hiring managers should work with their department HR recruitment staff if they have concerns about their postings articulating the specific needs of their recruitment.

Flex Time Tracking Forms Updated

By Payroll Services

Payroll Services recently went through and made some significant updates to the Flex Time Tracking forms for CEA, GGU, and SU. These changes are based off of issues that were brought forward by the users of the forms and the changes made to the forms address many of the issues presented. Due to some confusion over the changing and additional functionality an Instructions sheet is included in each form with a description about the information needed to be entered in for each form field.

Some of the updates to the Flex Time Tracking forms include:

- Ability to enter Flex Time correctly for employees on 9-day Alternate Workweeks
- Ability to enter in a start date for the Flex Time Plan year and have that populate all the date ranges for the 52 weeks in the workbook
- The ability to note when you used Flex Hours for leave during every week of the year
- A location to enter the balance that was unused from the previous year
- A warning for when you have hit the maximum allowed for Flex Time Accrual

We hope that employees on Flex Time Plans start using this form for the payroll beginning April 1. If you have any questions about the updated Flex Time Forms and how to use them you can contact your payroll services contact. The updated Flex Time Tracking forms are available on the HR Forms page on the Division of Personnel and Labor Relations Website.

Hiring Manager Corner: Recruitment Services Tips and Tricks

By Recruitment Services

Recruitment is not only concerned with finding a person to fill vacancies but also with the placement and retention of current and future State of Alaska employees. In the current fiscal environment employees and applicants are expressing concerns about possible layoffs and positions being available. If you are approached by an employee who has questions regarding layoff or an applicant that has questions about layoff, please direct them to the Division of Personnel and Labor Relations Layoff FAQ (http://doa.alaska.gov/dop/fileadmin/Human_Resource_Services/pdf/LayoffFAQ.pdf). If they still have additional questions, please direct them to your department Human Resource Lead (http://doa.alaska.gov/dop/serviceCenters/contact/)