HR UPDATE

HR...Solutions for Success

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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.

Employee LDAP Updates from IRIS HRM

By IRIS HRM

LDAP is updated nightly from IRIS HRM and in turn, provides data for the published directory, employee white pages and email address book, as well as other systems that consume the information. Below you will find a list of the main changes that happen in IRIS HRM that will impact an employee's LDAP information.

Manual LDAP updates are coordinated through the Departmental Enterprise Directory Password Administrator (DEDPA). Although LDAP information can be manually updated before an action has occurred for an employee in IRIS HRM, these requests should be limited. This may occur when there has been a delay in getting the employee action updated in IRIS HRM . When a manual update does occur then automatic updates from IRIS HRM are "blocked" or suspended for 35 days so that the manual updates do not get overwritten.

If there is an update in IRIS HRM before the 35 days suspension is up then it will not update LDAP information until the DEDPA manually turns updates back on or the 35 days has passed.

The DEDPA contact information is available on the Office of Information Technology Website at http://oit.alaska.gov/password-recovery.

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EMPLOYEE PREHIRE

Responsible for Update in IRIS HRM: Department HR

IRIS HRM Updates to LDAP: Create new entry with limited information

When a new employee is hired or a former employee is rehired then Department HR needs to process a prehire action in IRIS HRM to activate the employee in LDAP. Please note that Department HR staff can only enter the prehire action if they have been notified of the hire, preferably including the start date.

This action creates the initial LDAP entry set up for the new employee. This allows them to get email set up, log on to their computer, and access Employee Self Service. Due to the limited information entered in IRIS HRM for a prehire, access to specific folders and other systems may be limited until employee information and security is complete. Please work with your DEDPA to get the information updated if needed.

If an employee does not have the LDAP and email address set up on their first day please contact Department HR to care for the prehire action in IRIS HRM. If they do not have all the access they need then please contact the DEDPA to see what needs to be updated to add that information.

EMPLOYEE LEGAL NAME CHANGE

Responsible for Update in IRIS HRM: DOPLR Payroll Team

IRIS HRM Updates to LDAP: Suspend updates until action taken by DEDPA.

When an employee has a legal name change, paperwork must be submitted to Payroll for processing. Once the name change is processed in IRIS HRM the updated information will be sent to LDAP and at that time updates from IRIS HRM will automatically be suspended for that employee.

Updates are suspended because when there is a legal name change then the employee's user ID and email will most likely need to be updated as well. The employee's LDAP information will not get updated until the DEDPA takes action to manually update the

ADDITIONAL NOTES ON LDAP UPDATES

It is important to remember not all of the information for LDAP is updated from IRIS HRM. If updates are required to any of the following information then it must be done manually by a DEDPA:

- User ID
- Email Address
- Display Name (Nickname)

If any of the above need to be updated please contact your DEDPA. The contact information is available on the Office of Information Technology Website at http://oit.alaska.gov/password-recovery.

The establishment of the new Office of Information Technology may result in DEDPA contact changes. If these changes have occurred or will be occurring for your Department, be sure to check the above page if you need assistance.

employee's email address and user ID.

If the employee's name change was processed in IRIS HRM, but has not been processed in LDAP then please contact your DEDPA.

Any change to the Employee's display name, the name that appears in Outlook, must be made by the DEDPA directly and does not go through Payroll.

EMPLOYEE TRANSFERS DEPARTMENT

Responsible for Update in IRIS HRM: DOPLR Payroll Team

IRIS HRM Updates to LDAP: Suspend updates until action taken by DEDPA

Anytime an employee transfers between departments a manual action must be taken by the DEDPA to update LDAP.

When an employee transfers between departments a PARF is sent to Payroll and then Payroll processes the transfer in IRIS HRM. When the employee's updated information gets sent to LDAP the system will automatically suspend updates from IRIS HRM. The DEDPA from the department the employee is leaving MUST "send" the employee to the new department.

If the DEDPA manually processes the transfer before the update is made in IRIS HRM, then the updates will be manually suspended for 35 days and will not take effect until the updates are manually turned back on or the 35 days has passed. This includes information such as contact code, address, phone number, and position for the employee.

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If LDAP is not being updated please work with your DEDPA .

EMPLOYEE TRANSFER UNIT WITHIN SAME DEPARTMENT

Responsible to Update in IRIS HRM: DOPLR Payroll Team

IRIS HRM Updates to LDAP: Update information in LDAP (if updates not manually suspended by DEDPA)

When an employee transfer between units within the same department a PARF gets sent to Payroll and then Payroll processes the transfer in IRIS HRM. When the employee's updated information gets sent to LDAP the system will update the information according to the changes made.

If the DEDPA manually processes the transfer before the update is made in IRIS HRM, then the updates will be manually suspended for 35 days and will not take effect until the updates are manually turned back on or the 35 days has passed. This includes information such as contact code, address, phone number, and position for the employee.

If LDAP is not being updated please work with your DEDPA.

EMPLOYEE SEPARATION

Responsible to Update in IRIS HRM: DOPLR Payroll Team

IRIS HRM Updates to LDAP: Disable the LDAP Entry

When an employee separates from the State of Alaska a PARF is sent to Payroll who processes the separation in IRIS HRM. An employee separation action stops updates being sent to LDAP and triggers the LDAP entry to be removed and access disabled.

Updates to DOPLR and ADA Website Coming November 1, 2017

The Division of Personnel and Labor Relations will be implementing an updated look and feel for the main DOPLR website and the ADA website on November 1, 2017. For the ADA Compliance Program website there will only be minor changes that correspond with the updated look and feel requirements. For the Division of Personnel and Labor Relations site we have done an overhaul of a couple of areas that would be worth noting.

Updated Menu Structure

The biggest difference that folks will find is that there is an updated menu structure, now with dropdowns. In trying to make the site more user friendly we have tried to organize links based on the audience. Therefore, the top navigation now includes "For Employees", "For Admin Staff", "For Job Seekers", and "For HR Staff". Under each of these areas should be information relevant to those users. If

you are not finding what you need there will still be the traditional "Sections" listed as well.

Updated HR Forms

Another area that we have attempted to improve with this update is the HR Forms page. There is still the option of viewing the information alphabetically, but now there is also the ability to view the forms by subject matter. Hopefully this will make it easier for employees to find a form that they might need.

We have also updated the page so instead of the forms just showing up you can click on the letter or subject that you want to look at and only have links to those forms show up. This way employees do not have to scroll down an entire page to find the form that they are looking for.

Updated Links

With the restructuring of the menu

and the updated look and feel we have chosen to do some clean up regarding page and file locations. From the user's perspective this means that some pages that you previously bookmarked will no longer work. We will be making a landing page to help inform people of the change and to update their bookmarks, but after 6 months any pages to outdated links will be removed. Now most locations will not be changing, but there are a few that will be updated to better fit with the current structure of the Division of Personnel and Labor Relations.

There will obviously be other more minor changes that occur do to this transition, but the above are the primary ones that might affect frequent users of the website. Hopefully the updated website is a bit easier to navigate and helps users find the information that they need.