



**ALDER USER AFFIDAVIT INSTRUCTIONS**

GENERAL INFORMATION	INSTRUCTIONS
<b>ADD</b> <b>UPDATE</b> <b>DELETE</b>	<b>REQUIRED.</b> Check one box. <ul style="list-style-type: none"> <li>• Check <b>Add</b> for a new user within a department.</li> <li>• Check <b>Update</b> to change the access for a user within a department. Do <b>NOT</b> use Update when the user had access but has changed departments. User IDs are inactivated when a departmental change occurs.</li> <li>• Check <b>Delete</b> when a user no longer should have access.</li> </ul>
<b>AGENCY #</b>	<b>REQUIRED.</b> Enter agency/department number.
<b>EMPLOYEE LEGAL NAME</b>	<b>REQUIRED.</b> Enter the name of the person for whom ALDER access is requested.
<b>EMPL ID NUM</b>	<b>REQUIRED.</b> Enter the six-digit employee number (Emp #) as displayed in LDAP.
<b>EMPL USER ID (LDAP/AD)</b>	<b>REQUIRED.</b> Enter the LDAP ID (User ID) as displayed in LDAP.
LEVEL OF ACCESS REQUESTED	
ACCESS LEVEL	INSTRUCTIONS
	<b>SELECTION REQUIRED</b>
<b>VIEW ONLY</b>	Check this box to enable the user to: <ul style="list-style-type: none"> <li>• Run, refresh, and schedule reports in enterprise, departmental internal, public, favorites, and user's inbox folders.</li> <li>• Receive sections of scheduled reports.</li> <li>• Change display but not content.</li> </ul>
<b>INTERACTIVE USER</b>	Check this box to enable the user to have View Only plus: <ul style="list-style-type: none"> <li>• Drag and drop fields onto a report from a list of objects.</li> <li>• Change the sort, filter, and add new sections and breaks to a report.</li> <li>• Create different views of data (i.e. Charts).</li> </ul>
<b>REPORT DEVELOPER</b>	Check this box to enable the user to have Interactive User access plus: <ul style="list-style-type: none"> <li>• Create new reports.</li> <li>• Perform quality assurance and certify developed department reports prior to being deployed.</li> <li>• Develop ad-hoc agency reports.</li> </ul>
<b>AGENCY ADVOCATE</b>	Check this box to enable the user to have Developer access plus: <ul style="list-style-type: none"> <li>• Responsibility for two-way communication between the department and the ALDER project team.</li> <li>• Serve as the first line of help desk support for department ALDER users.</li> <li>• Responsibility for maintaining department folder structure within ALDER such as creating and deleting departmental folders, subfolders, and reports.</li> </ul>



**ALDER USER AFFIDAVIT INSTRUCTIONS**

<b>SECURITY REQUESTED</b>	
<b>INSTRUCTIONS</b>	
Select N/A for Data Sources that the user does not need or is ineligible to access.	
<b>DATA SOURCE</b>	<b>DESCRIPTION</b>
<b>IRIS FIN/PROC (FINANCIAL / PROCUREMENT)</b>	Select this option if the user has a business need to view and report on financial/ procurement data from the IRIS Financial/Procurement application.
<b>IRIS HRM (HUMAN RESOURCE MANAGEMENT)</b>	This data source is reserved for Department of Administration, Division of Finance, Division of Personnel and Labor Relations Employee Planning and Information (EPIC), and Division of Legislative Audit staff only.  Select this option if the user has a business need to view and report on payroll and human resource data from the IRIS Human Resource Management (HRM) application.
<b>AKPAY (LEGACY PAYROLL)</b>	This data source is reserved for Department of Administration, Division of Finance and Division of Personnel and Labor Relations staff only.  Select this option if the user has a business need to view and report on payroll and human resource data from the AKPAY legacy payroll system.
<b>AKSAS (LEGACY FINANCIAL)</b>	Select this option if the user has a business need to view and report on accounting and fiscal data from the AKSAS legacy accounting system. Data access is limited to: <ul style="list-style-type: none"> <li>• <b>Unclassified (Public)</b> - Select this option if the user has a business need to view the majority of financial data from AKSAS.</li> <li>• <b>Sensitive (Confidential)</b> - Selection this option if the user has a business need to view SSNs on vendor (PVN) records or have access to details of a warrant that were deemed confidential.</li> </ul>
<b>WORKPLACE ALASKA (LEGACY RECRUITMENT)</b>	This data source is reserved for HR staff only.  Select this option if the user has a business need to view and report on recruitment related data from the WorkPlace Alaska legacy recruitment system, including: <ul style="list-style-type: none"> <li>• Applicants' Names</li> <li>• Loss of Eligibility Information</li> <li>• Military Service Information</li> <li>• Injured Worker and Layoff Information</li> <li>• Applicant Employment History</li> <li>• Applicant ID or SSN</li> </ul>



**ALDER USER AFFIDAVIT INSTRUCTIONS**

SIGNATURES	INSTRUCTIONS
<b>EMPLOYEE SIGNATURE</b>	
Printed Legal Name	<b>REQUIRED.</b> Type or print the user legal name legibly.
Signature	<b>REQUIRED.</b> Signature of the person who will be given access to ALDER. Make certain they have received a copy of the Alaska Statutes regarding disclosure of confidential information before they sign.
<b>AGENCY APPOINTING AUTHORITY / SECURITY CONTACT APPROVAL SIGNATURE</b>	
Printed Legal Name	<b>REQUIRED.</b> Type or print the Agency Appointing Authority or Security Contact legal name legibly.
Signature	<b>REQUIRED.</b> Signature of a person designated by the department with Agency Appointing Authority or Security Contact authorization.
<b>AGENCY HUMAN RESOURCES / PAYROLL SERVICES ACCEPTANCE SIGNATURE</b>	
Printed Legal Name	<b>REQUIRED IF</b> the data source is IRIS-HRM, AKPAY, or WORKPLACE ALASKA. Type or print the Agency Human Resources / Payroll Services Authorized Security Contact legal name legibly.
Signature	<b>REQUIRED IF</b> the data source is IRIS-HRM, AKPAY, or WORKPLACE ALASKA. Signature is an Authorized Security Contact for ALDER W/ HRM Data within the user's Agency Human Resources / Payroll Services area.
DISTRIBUTION	INSTRUCTIONS
Agency	<p>Send the form to the Division of Finance via:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:doa.dof.system.security@alaska.gov">doa.dof.system.security@alaska.gov</a></li> <li>• Route slip: MS 0204</li> <li>• Or mail to:            Dept of Administration, Division of Finance            PO Box 110204, Juneau AK, 99811-0204.</li> </ul> <p>Division of Finance notifies the ALDER Authorized Security Contact, Agency Advocate, and the user by email when access to ALDER has been provided.</p>

**NOTE: Scanned copies must be legible. Illegible forms will be returned and requested again.**



**ALDER USER AFFIDAVIT**

The following Alaska statutes pertain to the use of confidential information and to the responsibilities of employees who have access to confidential information. Sec. 40.25.110 stipulates that public records of all public agencies are open to inspection by the public, unless specifically provided otherwise as stated in Sec. 39.25.080. All information not exempted by Sec.39.25.080 is considered confidential.

**SEC. 11.56.860. MISUSE OF CONFIDENTIAL INFORMATION.**

- (a) A person who is or has been a public servant commits the crime of misuse of confidential information if the person
  - (1) learns confidential information through employment as a public servant; and
  - (2) while in office or after leaving office, uses the confidential information for personal gain or in a manner not connected with the performance of official duties other than by giving sworn testimony or evidence in a legal proceeding in conformity with a court order.
- (b) As used in this section, “confidential information” means information which has been classified confidential by law.
- (c) Misuse of confidential information is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

**SEC. 39.52.140. IMPROPER USE OR DISCLOSURE OF INFORMATION.**

- (a) A current or former public officer may not disclose or use information gained in the course of, or by reason of, the officer’s official duties that could in any way result in the receipt of any benefit for the officer or an immediate family member, if the information has not also been disseminated to the public.
- (b) A current or former public officer may not disclose or use, without appropriate authorization, information acquired in the course of official duties that is confidential by law.

**SEC. 39.25.080. PERSONNEL RECORDS CONFIDENTIAL; EXCEPTIONS.**

- (a) State personnel records including employment applications and examination and other assessment materials, are confidential and are not open to public inspection except as provided in this section.
- (b) The following information is available for public inspection, subject to reasonable regulations on the time and manner of inspection.
  - (1) the names and position titles of all state employees;
  - (2) the position held by a state employee;
  - (3) prior positions held by a state employee;
  - (4) whether a state employee is in the classified, partially exempt, or exempt service.
  - (5) the dates of appointment and separation of a state employee; and
  - (6) the compensation authorized for a state employee.
  - (7) whether a state employee has been dismissed or disciplined for a violation of AS 39.25.160(I)



<b>DOF USE ONLY</b>			
Log	_____	/	Date _____
CMC	_____	/	Date _____
LDAP Grp	_____	/	Date _____
Email Sec	_____	/	Date _____

*Please Print or Type*

## GENERAL INFORMATION

<p><b>ADD</b>      <b>AGENCY #:</b>      <b>EMPLOYEE LEGAL NAME:</b></p> <p><b>UPDATE</b>      _____      _____</p> <p><b>DELETE</b>      <b>EMPL ID NUM:</b>      <b>EMPL USER ID (LDAP/AD):</b></p> <p>                         _____      _____</p>	<p><b>DEPARTMENT OF ADMINISTRATION ONLY</b> Please indicate if this employee works in:</p> <p><b>D98 Personnel</b>      <b>D99 Finance</b></p> <p><b>DOF SysAdmin</b></p> <p><b>CMC ID</b></p> <p><b>A D W S</b>      _____</p>
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## LEVEL OF ACCESS REQUESTED

**VIEW ONLY**     
  **INTERACTIVE USER**     
  **REPORT DEVELOPER**     
  **AGENCY ADVOCATE**

## SECURITY REQUESTED

DATA SOURCE	LIMITED TO
<input type="checkbox"/> <b>IRIS FIN/PROC</b> - Financial / Procurement	N/A
<input type="checkbox"/> <b>IRIS HRM</b> - Human Resource Management	DOA-DOF / DOA-DOP&LR-EPIC / LEG AUDIT
<input type="checkbox"/> <b>AKPAY</b> - Legacy Payroll	DOA-DOF / DOA-DOP&LR
<input type="checkbox"/> <b>AKSAS</b> - Legacy Financial <input type="checkbox"/> <b>UNCLASSIFIED (PUBLIC)</b> -- OR -- <input type="checkbox"/> <b>SENSITIVE (CONFIDENTIAL)</b>	N/A
<input type="checkbox"/> <b>WORKPLACE ALASKA</b> - Legacy Recruitment	DOA-DOP&LR

## SIGNATURES

### Employee

I have read the attached Statutes that pertain to the disclosure of information acquired in the course of official duties. I agree to limit my use of ALDER to state business purposes and to provide stewardship over the information provided to others. For information deemed Sensitive, I am aware that use of confidential information in a manner not connected with the performance of my duties is a class A misdemeanor. I agree not to share my sign on ID and password with other people.

PRINTED LEGAL NAME	SIGNATURE	DATE
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### Agency Appointing Authority / Security Contact Approval

PRINTED LEGAL NAME	SIGNATURE	DATE
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### Agency Human Resources / Payroll Services Acceptance

(ONLY REQUIRED IF THE DATA SOURCE IS IRIS HRM, AKPAY OR WORKPLACE ALASKA)

PRINTED LEGAL NAME	SIGNATURE	DATE
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Submit this form to:

Email: [DOA.DOF.System.Security@alaska.gov](mailto:DOA.DOF.System.Security@alaska.gov) | Fax: (907) 465-2169