



ALDER USER AFFIDAVIT INSTRUCTIONS

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



ALDER USER AFFIDAVIT INSTRUCTIONS

DATA SOURCE: IRIS (FINANCIAL / PROCUREMENT)

Data Level (Public): Unclassified	Check this box if the user has a business need to view the majority of financial/ procurement data in IRIS.
Data Level (Confidential): Controlled	Currently not used.
Data Level (Confidential): Restricted	Currently not used.
Data Level (Confidential): Personal	Currently not used.
Data Level (Confidential): Sensitive	Check this box if the user has a business need to view SSNs on a vendor customer number (VCN) record or have access to details of a warrant that are deemed confidential.

DATA SOURCE: IRIS (HR / PAYROLL)

Data Level (Public): Unclassified (NOT YET AVAILABLE)	Currently not used.
Data Level (Confidential): Controlled (NOT YET AVAILABLE)	Currently not used.
Data Level (Confidential): Restricted (NOT YET AVAILABLE)	Currently not used.
Data Level (Confidential): Personal (NOT YET AVAILABLE)	Currently not used.
Data Level (Confidential): Sensitive (NOT YET AVAILABLE)	Currently not used.

DATA SOURCE: AKSAS (LEGACY FINANCIAL)

Data Level (Public): Unclassified	Check this box if the user has a business need to view the majority of financial data in AKSAS.
Data Level (Confidential): Controlled	Currently not used.
Data Level (Confidential): Restricted	Currently not used.
Data Level (Confidential): Personal	Currently not used.
Data Level (Confidential): Sensitive	Check this box if the user has a business need to view SSNs on vendor (PVN) records or have access to details of a warrant that are deemed confidential.

**DATA SOURCE: AKPAY
(CURRENTLY LIMITED TO DOA-DOF AND DOP&LR PERSONNEL)**

Data Level (Public): Unclassified (NOT YET AVAILABLE)	Check this box if the user has a business need to view: <ul style="list-style-type: none"> • Employee ID No • Position • Job Class • Work Location • Hire Date • Separation Date • Pay Rate • Most Aggregated Summary Data
Data Level (Confidential): Controlled (NOT YET AVAILABLE)	This level is usually for those who deal with budgets. Check this box if the user has a business need to view: <ul style="list-style-type: none"> • Leave Cash-In Information • Workers' Compensation Information • Employer Charges



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DATA SOURCE: AKPAY (continued) (CURRENTLY LIMITED TO DOA-DOF AND DOP&LR PERSONNEL)	
Data Level (Confidential): Restricted (NOT YET AVAILABLE)	This level is usually for those who directly manage people. Check this box if the user has a business need to view: <ul style="list-style-type: none"> • Leave Balances and Usage • Leave Accrual Rates • Evaluation Date • Merit Anniversary Date • Employees Status (Probationary or Permanent)
Data Level (Confidential): Personal (NOT YET AVAILABLE)	This level is usually reserved for HR Staff. Check this box if the user has a business need to view: <ul style="list-style-type: none"> • Address • Telephone • Birth Date • Gender • Race • Disciplinary Information
Data Level (Confidential): Sensitive	This level is usually reserved for some HR Staff . Check this box if the user has a business need to view: <ul style="list-style-type: none"> • SSN • IRS Levies • Child Support Garnishments
DATA SOURCE: WorkPlace Alaska (CURRENTLY LIMITED TO DOA-DOP&LR PERSONNEL)	
Data Level (Public): Unclassified (NOT YET AVAILABLE)	Check this box if the user has a business need to view recruitment data for prior recruitments. Examples of this type of data are: <ul style="list-style-type: none"> • PCN Recruited for • Job Class • Location of the Position • Advertising Information • Most Aggregated Summary Data
Data Level (Confidential): Controlled	Currently not used.
Data Level (Confidential): Restricted	Currently not used.
Data Level (Confidential): Personal (NOT YET AVAILABLE)	Check this box if the user has a business need to view: <ul style="list-style-type: none"> • Applicant Address and Residency • Appointment Information • Education Data
Data Level (Confidential): Sensitive	This level is available to HR staff only . Check this box if the user has a business need to view: <ul style="list-style-type: none"> • Applicants' Names • Loss of Eligibility Information • Military Service Information • Injured Worker and Layoff Information • Applicant Employment History • Applicant ID or SSN



ALDER USER AFFIDAVIT INSTRUCTIONS

SIGNATURES	INSTRUCTIONS
EMPLOYEE SIGNATURE	
Printed Legal Name	REQUIRED. Type or print the user legal name legibly.
Signature	REQUIRED. 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.
AGENCY APPOINTING AUTHORITY / SECURITY CONTACT APPROVAL SIGNATURE	
Printed Legal Name	REQUIRED. Type or print the Agency Appointing Authority or Security Contact legal name legibly.
Signature	REQUIRED. Signature of a person designated by the department with Agency Appointing Authority or Security Contact authorization.
AGENCY HUMAN RESOURCES / PAYROLL SERVICES ACCEPTANCE SIGNATURE	
Printed Legal Name	REQUIRED IF the data source is AKPAY or Workplace Alaska. Type or print the Agency Human Resources / Payroll Services Authorized Security Contact legal name legibly.
Signature	REQUIRED IF the data source is AKPAY or Workplace Alaska. Signature is an Authorized Security Contact for AKPAY 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"> • Email: doa.dof.system.security@alaska.gov • Fax #: 465-2169 • Route slip: MS 0204 • Or mail to: Dept of Administration, Division of Finance PO Box 110204, Juneau AK, 99811-0204. <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: Faxed 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)



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

Please Print or Type

GENERAL INFORMATION

ADD AGENCY #: EMPLOYEE LEGAL NAME:
 UPDATE _____
 DELETE EMPL ID NUM: EMPL USER ID (LDAP/AD):

DEPARTMENT OF ADMINISTRATION ONLY
 Please indicate if this employee works in:
 D98 Personnel D99 Finance
 DOF SysAdmin
 CMC ID
 A D W S _____

LEVEL OF ACCESS REQUESTED

VIEW ONLY INTERACTIVE USER REPORT DEVELOPER AGENCY ADVOCATE

LEVEL OF DATA SECURITY REQUESTED

Check only one level of access for each data source below.

* NOTE: Sensitive data levels for AKPAY and Workplace Alaska are currently limited to DOF/Payroll and/or DOP&LR personnel. Please contact DOP&LR-EPIC Section at 907-465-4434 for reports during the interim period.

DATA SOURCE	DATA LEVEL ACCESS				
	Public	CONFIDENTIAL			Highest
		Lowest			
IRIS (Financial / Procurement)	Unclassified	Unused	Unused	Unused	Sensitive
IRIS (HR/Payroll)	Unused	Unused	Unused	Unused	Unused
AKSAS (Legacy Financial)	Unclassified	Unused	Unused	Unused	Sensitive
AKPAY (DOA-DOF / DOP&LR Only)	Unclassified	Controlled	Restricted	Personal	Sensitive
WorkPlace Alaska (DOA-DOP&LR Only)	Unclassified	Controlled	Restricted	Personal	Sensitive

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 derived from AKPAY or Workplace Alaska, 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.

SIGNATURES

Employee

PRINTED LEGAL NAME

SIGNATURE

DATE

Agency Appointing Authority / Security Contact Approval

PRINTED LEGAL NAME

SIGNATURE

DATE

Agency Human Resources / Payroll Services Acceptance

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

PRINTED LEGAL NAME

SIGNATURE

DATE