OHRM
IRIS - Human Resource Management

What courses should I take?

Below is a listing of all IRIS HRM course offerings and tracks based upon staff groups. For more information, including course descriptions, please refer to the IRIS HRM Course Catalog available on the IRIS HRM Training webpage or view listings in LearnAlaska. Course registration opens Monday, August 1st in LearnAlaska. IRIS HRM course sessions begin on Monday, September 26th.

IRIS HRM Courses

IRIS 600 – Getting Started with IRIS HRM (1 day)
IRIS 610 – Position Control (1 day)
IRIS 620 – Personnel Management (1 day)
IRIS 630 – Employee Relations (½ day)
IRIS 640 – Time & Attendance (2 days)

IRIS 650 – Timekeeping for Timekeepers (½ day & online)
IRIS 660 – IRIS for Supervisors (online only)
IRIS 670 – Central Payroll Management (1 day)
IRIS 680 – Payroll Accounting (½ day)

Course Tracks for DEPARTMENT Staff

Dept HR Staff
IRIS 600 – Getting Started with IRIS HRM (1 day)
IRIS 610 – Position Control (1 day)
IRIS 620 – Personnel Management (1 day)
IRIS 630 – Employee Relations (½ day)

Dept Timekeepers
IRIS 650 – Timekeeping for Timekeepers (½ day & online)

Important Note: The current schedule allows for the primary timekeeper/ division to attend a classroom session. All other timekeepers (e.g. back ups, etc.) may take the online version of the course starting in November 2016. The IRIS HRM team will work with departmental IRIS Business Leads to determine enrollment for the classroom sessions.

Dept Fiscal/ Administrative Staff
IRIS 680 – Payroll Accounting (½ day)

Supervisors
IRIS 660 – IRIS HRM for Supervisors
*Important Note: **Online course** available through LearnAlaska starting in November 2016.*

All State Employees
When IRIS HRM goes live, Employee Self Service (ESS) will be available to ***all employees*** to view pay information, update addresses, etc. A series of online tutorial videos will be posted on the IRIS HRM website in November 2016.

Course Tracks for CENTRAL (DOA) Staff

ALL DOPLR Staff
IRIS 600 – Getting Started with IRIS HRM (1 day)

Additional courses for DOPLR staff are listed below based upon section.

DOPLR Classification Staff
IRIS 610 – Position Control (1 day)

DOPLR EPIC Staff
IRIS 610 – Position Control (1 day)
IRIS 620 – Personnel Management (1 day)
IRIS 630 – Employee Relations (½ day)
IRIS 640 – Time & Attendance (2 days)

DOPLR Labor Relations Staff
IRIS 630 – Employee Relations (½ day)

DOPLR Payroll Staff
IRIS 620 – Personnel Management (1 day)
IRIS 640 – Time and Attendance (2 day)

HR Tech IIIs, Payroll Supervisors & Payroll Managers:
Take above courses for DOPLR Payroll Staff PLUS:
IRIS 630 – Employee Relations (½ day)
IRIS 670 – Central Payroll Management (1 day)

DOF Payroll Staff
IRIS 600 – Getting Started with IRIS HRM (1 day)
IRIS 620 – Personnel Management (1 day)
IRIS 670 – Central Payroll Management (1 day)
IRIS 680 – Payroll Accounting (½ day)

Note: HR Staff in the Alaska Court System, Governor's Office, or Legislative Affairs should plan to attend all IRIS HRM courses.

For more information: Visit the IRIS Training Webpage: http://doa.alaska.gov/dof/training/index.html#iris