



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

January - March 2016

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Important Update!

The IRIS Insight newsletter will be transitioning to a bi-monthly (every other month) schedule.

Look for the next edition in early May!

Updates to the IRIS Project website, including FAQs, will be made on a routine basis.

If you have any questions, please email IRIS.Project@alaska.gov.

IRIS Help Desk

Phone: 907.465.5555

Email: IRIS.Project@alaska.gov

IRIS Information Mailing List

Receive important IRIS notifications regarding outages, issue resolutions, and posting of the IRIS Project's monthly newsletter by joining the IRIS Information mailing list. [Click here to subscribe \(or unsubscribe\).](#)

IRIS.Project@alaska.gov

Please join us...



OPEN HOUSE

The Open House is intended for those who will be using IRIS HRM after implementation and are not familiar with IRIS, or may be familiar with IRIS Financial, but not IRIS HRM. For more information regarding the Open House, please email IRIS.Project@alaska.gov.

IRIS HRM - Recent & Upcoming Activities

The first round of Integrated System Testing (IST1) is wrapping up and preparations are being made for IST2. This type of testing involves running through various scenarios to confirm the system performs as expected and all the pieces work together. In IST2, scenarios will include payroll account management (PAM) processes which involve both IRIS HRM and IRIS Financial. Security and workflow will also be tested during IST2. Workflow is the process by which documents are electronically routed through the system for review and approval. Select department staff will have an opportunity to test the system, including their security & workflow, during User Acceptance Testing this summer. The team is also preparing for performance testing and parallel testing. Performance testing involves “bulking” up the system with several years of data in order to test volume and stress on the system. For initial parallel testing, the IRIS HRM team will perform a mock payroll run in IRIS HRM with a subset of employees from AKPAY and compare those results to the AKPAY run in February for those same employees to make sure pay and deduction setup for semi-monthly paid employees are the same. Additional parallel tests will be performed prior to implementation in November 2016.

In February, the team began offering *IRIS HRM Overview* presentations. If you are interested in attending the presentation (length 1 1/2 hours), please log on to LearnAlaska to check available offerings (including WebEx versions) or contact IRIS.Project@alaska.gov to schedule a presentation for your staff.

Remember you can get a sneak peak of the presentation at the IRIS HRM Open House on March 15th!

<http://doa.alaska.gov/dof/iris>

Getting to Know IRIS HRM

Learning something new can be challenging as well as frustrating, especially when you don't know the language or terminology. As the IRIS HRM team begins to share more information about the changes that will come with IRIS HRM, we want to ensure we are all on the same "page" and speaking the same language - IRIS!

To help you get started, here are a few basic IRIS HRM terms and their definitions. Try to find all 8 in the word search. Please note that multiple word terms (Activity Folder) will appear as a single word (ACTIVITYFOLDER).

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| P | H | A | S | R | W | T | H | L | T | X | W | V | S | D | A | Q | R | A |
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| Term | Definition |
|------------------------|---|
| Activity Folder | A place from which various documents associated with similar activities can be accessed. |
| Documents | Electronic forms used to enter and record HRM activities in IRIS. |
| ESS | Employee Self Service is an application used by employees to manage their human resource and payroll information. |
| Inquiry | A page that displays summary and detailed information from successfully processed documents, for viewing only. |
| Phase | A point in time within the document processing lifecycle. Phases include Draft, Pending and Final. |
| Reference Table | Pages that provide data to use in creating and modifying documents. |
| Workflow | The process by which documents are electronically routed through they system for review and approval. |
| Worklist | A list of documents routed to a user for review and approval. |

Click here to view the answer sheet.

Team Spotlights

Meet AJ Botan: AJ describes himself as "organized, energetic and ambitious" which is in line with his time saving trick of planning in advance. Originally from Minnesota, Seattle is



now home for AJ although if he could live anywhere he'd live in Silicon Valley, California. In Juneau, AJ enjoys the tourist season when the stores open up and the people come out of hibernation. Speaking of which, AJ is terrified of bears, which has unfortunately limited his hiking activities around town. That said, he has no trouble with heights and hopes to someday go parachuting.

On the IRIS HRM project, AJ is focused on the areas of Employee Self Service (ESS), Position Control, and integration with LearnAlaska, IRIS' learning management system. When not in the office, AJ can usually be found reading or at the gym (safe from any bears).

Meet Adam Daigneau:



When asked to describe himself in three words Adam replied: "Trying new things," which fits him to a "T". In April 2015, Adam participated in a start-up concept for a non-profit that benefits

children in San Diego County. Centered around technology, building this non-profit group takes up much of Adam's spare time along with building Halloween costumes out of cardboard, Bondo, and hot glue – another of Adam's hobbies.

On the project, Adam's work focuses in the areas of payroll and time and attendance. One of the first pages Adam needed to understand in depth was Leave Category (LPCT), which has led him to understand how related pages in the system function and work together.

Originally from North County San Diego, Adam says it is hard to beat, but is enjoying the hiking trails when he is in Juneau. He also wouldn't mind living in Ecuador again, where he previously spent time studying agricultural medicines.