



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

June - July 2016



THIS MONTH - JULY

- Departmental User Acceptance Testing (UAT) training and preparation begins
- IRIS HRM Train the Trainer (TTT) program begins
- Testing of the production cutover process
- Final testing of interfaces
- Security and Workflow follow up meetings with departments

30 DAY - AUGUST

- IRIS HRM Training Registration opens August 1
- Departmental UAT Testing begins

60 DAY - SEPTEMBER

- IRIS HRM training begins September 27th
- Departmental UAT Testing continues
- Position vs Employee Variance spreadsheet due September 30
- Contact Codes “work location” spreadsheet due September 30
- Reports-to PCN spreadsheet due September 30
- Labor Distribution Profiles due September 30

90 DAY - OCTOBER

- Department or Division links to be added to ESS for Go Live due October 14

IRIS Course Registration Info

Which courses do I need to take?

For information about IRIS HRM course offerings, including detailed course descriptions and prerequisites, check out the [IRIS HRM Course Catalog](#) available on the [Training](#) web page.



How do I register for IRIS courses?

To register for IRIS HRM training courses, log on to LearnAlaska via the [LearnAlaska portal page](#) using your State of Alaska Active Directory User ID and password.



Using the Site Search field at the top of the screen search for **HRM** to find all IRIS HRM course offerings. The classes show up in alphabetical order. Select the *Title* link to view and/or register for the course.



What if a course is full?

You may enroll in multiple sections of a course if you are on the waitlist. If your status changes to enrolled in one of the sections for a particular course, you will be automatically removed from the waitlist(s) for other sections of that course.

Adding your name to a waitlist also helps the IRIS Training team determine if additional sections of a particular course need to be added.

NOTE: Additional IRIS courses will be offered post Go Live, based on demand.



On July 1, 2016 the IRIS Financial / Procurement Module celebrated it's first year in Production.

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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).

Learning More About IRIS HRM



During presentations, training classes, and outreach meetings, the IRIS Change Management Team receives a variety of questions about IRIS HRM. While we post these questions, along with their answers, to our IRIS HRM FAQ List located on the IRIS SharePoint site, we wanted to include some of the more popular questions and their answers here:

Q. What is the IRIS HRM project team doing to ensure historical information is available to users at Go Live?

A. The IRIS HRM team recognizes the importance of historical information being accessible to users at Go Live. ALDER 1.0 will continue to exist with data prior to Go Live. ALDER 2.0 will maintain historical data post IRIS HRM Go Live. AKPAY will not be available for updates after IRIS HRM Go Live, however it will be available for inquiry only to limited users for research until at least June 30, 2017 and will not be decommissioned until its data can be downloaded to a non-mainframe platform.

Q. What is the plan for post Go Live support?

A. Post Go Live support will be set up similar to post Go Live support for IRIS FIN/PROC. The IRIS Project team strongly encourages departments to set up an internal “triage” team consisting of departmental SMEs (Business and Technical Leads, IST/UAT participants, and trainers as applicable) to review questions and determine which ones they can answer and which ones need to be passed on to the IRIS Help Desk. All members of the IRIS HRM Project team will be on hand to assist with calls and emails from departments. Tickets will be prioritized based on degree of impact and when reported. The contact information for the IRIS Help Desk will continue to be 907-465-5555/ IRIS.Project@alaska.gov. All calls and emails will be routed to the appropriate project SME(s) to be addressed.

Q. Will departments be required to use ESS for TIMEI?

A. Entering timesheets using ESS will be available at Go Live to pilot departments only. Remaining departments will have the option of transitioning after stabilization. This transition will be a coordinated effort between departments and the DOPLR. Employees with more complex time entry, such as multiple premium pay types, may continue to submit hard copy timesheets and have their time entered by a timekeeper as it is done today.

Team Spotlights

Meet Karen Morgan:



Karen works with the IRIS Project through Westmann and Associates, Inc. (WAI) as a member of the IRIS Project Quality Assurance (QA) Team. Prior to her time with WAI, she spent 22 years with SOA, working in numerous roles in ETS and ending her state employment as Director of Administrative Services with DPS.

Karen is integral to planning and evaluating many aspects of the project to ensure its success. Her current activities include coordinating testing activities for Integrated System Testing (IST2) and User Acceptance Testing (UAT), to confirm IRIS HRM is being tested with a multitude of data conditions, scripts, and scenarios. These testing efforts help to verify that the system is functioning correctly and according to design. The IRIS team is fortunate to have Karen on board to look at things from a different perspective and provide critical feedback to ensure the success of IRIS HRM.

During her time away from the office, Karen enjoys volunteering through the Juneau Rotary Club, hiking with her husband and traveling, especially to Fairbanks, Eagle River, Skagway and Seattle to spend time with her children and grandchildren.

Meet Nicki Neal:



In Nicki’s position as a member of the IRIS HRM Functional Group she regularly serves as a liaison between the numerous groups that make up the entire IRIS HRM Team. Her time lately has been primarily dedicated to working with the IRIS QA Team who are responsible for the coordination of testing efforts. Nicki previously worked for the State of Alaska for 31 years until her retirement in 2014 as the Director of the Division of Personnel and Labor Relations. The IRIS Project was extremely fortunate that she was willing to come back to State service to serve as a liaison between the project staff and state agencies. Nicki brings a wealth of

knowledge about State processes and the history behind our current HR and payroll practices. She is well respected and always willing to listen to questions and concerns from our stakeholders and project staff in order to pull all the pieces together to foster understanding and discussion.

In her free time, Nicki enjoys outdoor activities including paddle boarding, running, biking and hiking. She divides her time between Juneau and her retirement home in sunny Arizona.