

AAM 210. CERTIFICATION

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AAM 210.010	Certification Requirement
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In accordance with [AS 37.05.020](#), the Division of Finance requires that all payroll transactions be certified by a person in a position of authority for the agency before the transactions are processed through the Alaska Statewide Payroll System (AKPAY).

AKPAY online transactions are certified by electronic signature. Certification of documents by means of an electronic signature is provided for in [AS 37.10.030 \(3\) \(b\)](#):

Approval or certification of a voucher is effective when an authorized person uses a password assigned by the department if the certification or the voucher itself is prepared and recorded by using an electronic accounting device that is part of the computerized state accounting systems.

AAM 210.020	Appointing and Certifying Authority (01-07)
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The Commissioner of Administration delegates certifying officer authority to the director of the Division of Personnel, the director of the Division of Finance, and to the heads of the Governor's Office and the Legislative and Judicial agencies. The directors of the Division of Personnel and the Division of Finance and agency heads are required to file completed Certifying Officer's and User's Affidavit forms with the Division of Finance before they may certify documents.

According to [AS 44.17.010](#):

The principle executive officer of each state department may assign the functions vested in the department to subordinate officers and employees.

In order to assign these functions, an Appointing Authority Signatures form must be filed with the Division of Finance. This form lists the names of subordinate officers and/or employees to whom an agency head has delegated appointing authority and must have signatures of each officer and/or employee listed.

The directors of the Division of Personnel and the Division of Finance may then appoint responsible persons in the divisions as certifying officers by means of certifying officers' affidavits. Similarly, the heads of these agencies may then appoint responsible persons in their department as certifying officers by means of certifying officer's affidavits. The director of the Division of Personnel, the director of the Division of Finance, agency head or the individuals to whom they have delegated appointing authority must sign on all affidavits for persons appointed as certifying officers. All affidavits must be accepted by and filed with the Division of Finance before an appointed officer may perform certifying duties.

Refer to [AAM 15.030](#) Appointing and Certifying Authority for delegation requirements for appointing and certifying authority that result from a change of administration.

AAM 210.030

Responsibilities of a Certifying Officer (01-07)

Responsibility for payroll expenditures and control of such rests with the director of the Division of Personnel, the director of the Division of Finance, heads of the Governor's Office, and the Legislative and Judicial agencies and their designated certifying officers. [AS 37.10.030 \(a\) \(1 - 3\)](#) cite the responsibilities of an officer or employee approving or certifying a state expenditure transaction:

- (a) The officer or employee approving or certifying a voucher
 - (1) is responsible for the existence and correctness of the facts recited in the certificate or stated on the voucher or its supporting papers and for the legality of the proposed payment under the appropriation or fund involved;
 - (2) shall give a bond in the form and manner prescribed by [AS 39.15](#) to the state, and approved by the Department of Administration, in an amount fixed by the head of the department, agency, or establishment concerned, under standards prescribed by the Department of Administration; the premium on the bond shall be paid from funds made available for the administrative costs of the department,

agency, or establishment concerned; officers already bonded under other provisions of law for the faithful performance of their duties are not required to give additional bond; and

- (3) shall be accountable for and required to make good to the state the amount of an illegal, improper, or incorrect payment resulting from a false, inaccurate, or misleading certificate made by the officer or employee, or a payment prohibited by law or which does not represent a legal obligation under the appropriation or fund involved.

[AS 37.10.040](#) states the liability of a certifying officer or employee is enforced in the same manner as provided by law with respect to enforcement of the liability of a disbursing and other accountable officer.

Employees who are appointed as certifying officers are required to understand state statutes pertaining to the certifying function and responsibilities of certifying officers. They must be informed of disciplinary and legal action that may be taken against them should they abuse their authority. Abuse of their authority includes misuse of confidential information. Such misuse of information is a class A misdemeanor.

The Operator ID code is used to associate transactions with an individual certifying officer and in no circumstances should the password of a certifying Operator ID code be shared.

AAM 210.040	Form of Certification (01-07)
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The Certifying Officer's and User's Affidavit, Form 02-933, is used to appoint an employee as a certifying officer for the Division of Personnel, the Division of Finance or a state agency. The form delineates state statutes that pertain to the certifying function and the responsibilities of certifying officers.

The same affidavit is completed for all users of AKPAY and its outputs due to the confidential nature of some of this information.