



**AAM 60.220 – Travel Expenses – Required Receipts and Documentation.** Added conference itinerary to the list of required documentation for meals provided. Introduced concept that these receipts and documentation may be uploaded or scanned into Databasics making paper records unnecessary.

**AAM 60.240 – Lodging Types and Rates.** Added the \$30 noncommercial option when commercial lodging is available to gain consistency with bargaining unit contracts.

**AAM 60.250 – Meals and Incidentals Expense Allowances.** Changed policy to entitle travelers to the entire incidentals portion of the rate for each day or partial day in travel status outside Alaska.

### **Payroll System Information**

**AAM 200.010 – Application and Interpretation of the Manual.** Revised new language to refer to Division of Personnel and Labor Relations service centers.

**AAM 200.020 – The Alaska Statewide Payroll System.** Added language that the Report-to Structure is maintained for the purpose of identifying the statewide approval organization for time and attendance records.

**AAM 200.060 – Employee Social Security Number.** Added requirement for applicant's social security card to be presented and verified by the appointing authority. Also formalized the confidential treatment of the social security number in policy.

**AAM 200.070 – Payroll Processing Structures.** Updated the listing of pay entities for the third biweekly payroll.

**AAM 200.080 – Pay Plans for State Employees.** Updated the statutory citation for the State Officers Compensation Commission.

**AAM 200.090 – Not Used.** Deleted the history and information on collective bargaining units. This information is now included on the Division of Personnel and Labor Relations' [website](#).

**AAM 200.110 – Merit and Pay Increments.** Updated for the 2008 statutory change.

**AAM 200.120 - Geographic Differentials.** Eliminated some detail policy which is no longer valid.

**AAM 200.130 – Salary Schedules.** Updated for the changes made to pay increments and geographic differentials.

**AAM 200.140 – Payroll Schedule Calendar.** Deleted hand delivery as an option for payroll warrant distribution in accordance with current practice.

### **Time and Attendance**

**AAM 260.010 – Overview of Time and Attendance.** Expanded the verification and approval processes to include “other designated authority.”

**AAM 260.015 – Timesheet Standard Elements.** Replaced the social security number field with the State of Alaska Employee Identification Number and updated mandatory field for supervisor signature to also include “or designated authority.”

**AAM 260.020 – Time and Attendance Reporting Documents.** Revised to include the supervisor, higher level superior, or other designated authority for authentication of time and attendance documents when the employee signature is not available. In these cases, the employee line should read “not available” so that it is clear that the supervisor is signing for both signatures.

**AAM 260.050 – Agency Responsibility for Time and Attendance Reporting.** Updated language to reflect that it is the responsibility of the supervisor to “certify” rather than “indicate” that timesheets are correct.

**AAM 260.060 – Segregation of Time and Attendance Duties.** Added language “or designated authority” if the supervisor is not available to review or approve the timesheet.

### **Compensation**

**AAM 270.110 – Swing and Graveyard Shift Differentials and AAM 270.120 – Overtime Pay and Shift Differentials.** Updated premium pay for swing and graveyard shift differential to remove the manual calculation, setting the swing differential calculation to 3.75 percent, and the grave differential pay calculation to 7.5 percent.

### **Fringe Benefits**

**AAM 320.340 – Cell Phones and Electronic Equipment.** Revised section to formally adopt the policy previously outlined on the “Allowance for Employee-Owned Electronic Communication Device” form for issuing either equipment or allowances.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at <http://fin.admin.state.ak.us/dof/manuals/index.jsp>.

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