



Memorandum

To: All Agencies

From: Curtis Thayer
Commissioner

Date: September 30, 2014

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 83**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective October 1, 2014.

Payment Methods

AAM 38.140 – Warrants Maintained by Outside Agencies. Language added to require records to be uploaded to the positive pay system before warrants may be released.

AAM 38.190 – Checks. Language added to require records to be uploaded to the positive pay system before checks can be released. Clarified reconciliation process to include a pay/no pay decision.

Payroll

AAM 280.060 – Mandatory Leave Usage. Updated section to reflect new mandatory leave usage language in relation to leave account balances both under and over 400 hours.

AAM 280.080 – Maximum Leave Balance. Language was updated to identify the deviation of maximum leave balance when certain conditions are met and certified by the department or agency head.

AAM 280.090 – Use of Personal Leave. Updated section to allow for more than five days of personal leave to be used in the event of the death of a family member if so specified in the applicable bargaining agreement.

AAM 280.180 – Leave Cash-in. Updated section to cap leave cash-in to six or fewer times in a leave year.

AAM 280.270 – Receiving and Posting Donated Leave. Updated section to reflect the current process for submitting and processing donated leave.

Deductions, Contributions, and Employer Costs

AAM 360.300 – Employee Labor Union Dues and Fees. Updated unions listed to reflect current unions and process for collecting and/or refunding union dues.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at <http://doa.alaska.gov/dof/manuals/aam/index.html>.

CT/kh