



## Memorandum

To: All Agencies

From: Kelly Tshibaka  
Commissioner

Date: May 31, 2019

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 95**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective June 1, 2019.

### Payment Methods

**AAM 38.125 – Warrant Verification.** Updated section to reflect current warrant printing and release procedures since the change to IRIS.

### Revenue

**AAM 40.060 – Reimbursable Service Agreement (RSA).** Updating section to remove AKSAS language reference of dual approval authority.

### Personnel

**AAM 100.090 Employee Recognition Awards.** Updating section to specifically state framing of certificates is an acceptable award.

### Compensation

**AAM 270.220 – Workers' Compensation Benefits.** Updating section to allow for health and life insurance coverage to continue for employees receiving workers' compensation lost wage payments if certain criteria are met.

### Leave Accounting

**AAM 280.210 – Effects of Leave-Without-Pay on Employee Benefits.** Updating section to delete requirement that employee's receiving workers' compensation lost wage payments must be in

pay status for a minimum of four (4) hours the first pay period of a month in order to maintain group health and life coverage if certain criteria are met.

### **Fringe Benefits**

**AAM 320.100 – Travel Reimbursements.** Updating section to correct taxable scenarios for travel reimbursements.

**AAM 320.110 – Accounting for Taxable Travel.** Updated section to remove AKSAS language and add IRIS accounting elements.

**AAM 320.200 – Moving Reimbursements.** Updated section to reflect new IRS regulations disallowing most moving expenses to be excludable from income reported on the W-2.

### **Deductions, Contributions, and Employer Costs**

**AAM 360.200 – Group Health and Life Insurance.** Update section for employees on leave-without-pay (LWOP) to include family leave and workers' compensation as changes in employee status that may impact health insurance eligibility.