

State of Alaska

Exempt or Partially Exempt Service

New Employee

Appointment Information

Date of Hire: (Hiring Manager Completes)			
Name:		Dept./Division	
PCN/Position Title:		Bargaining Unit: <input type="checkbox"/> Exempt (XE) <input type="checkbox"/> Partially Exempt (PX)	
Position Status: <input type="checkbox"/> Temporary <input type="checkbox"/> Exempt <input type="checkbox"/> Partially Exempt			
Work Location: (Hiring Manager Completes)		Work Hours: (Hiring Manager Completes)	
Health Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No		Overtime Eligible: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Pay Range:	Step Placement:	Salary Amt.:	Salary Schedule:

Department Delegated Signature: _____	Department Delegated Name (Typed or Printed): _____
Date	

New Employee Orientation Instructions:

In order to establish a record in the payroll system, the New Employee Orientation should be completed preferably on the first day you report to work, and in no case later than three (3) days from the date you report to work.

1. Go to <http://dop.state.ak.us>
2. Go to the New Employee Orientation Link.

If you have questions, please confer with your immediate supervisor or contact the Employee Call Center at 465-3009

Please submit recommendations or comments regarding the New Employee Orientation, to the following email:
Employeeccallcenter@admin.state.ak.us

Immediate Supervisor: _____ Date: _____ Phone: _____

Employee: _____ Date: _____ Phone: _____

This worksheet in no way constitutes a contract with the new employee.
