

HR Update

HR...Passionate about your success.

FY 05, Issue 14

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HR Update Feedback

Thank you for the feedback on the HR Update. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact ([Mila Cosgrove@admin.state.ak.us](mailto:Mila_Cosgrove@admin.state.ak.us)) or ([Amanda Holland@admin.state.ak.us](mailto:Amanda_Holland@admin.state.ak.us)).

Contact Information

DOP Contact List: Go online to the DOP website to get the latest DOP contact list. Access the list through "[HR Contacts](#)" under Quick Links on the [DOP home page](#).

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their employment. The Call Center phone number is (907) 465-3009 or email employee-callcenter@admin.state.ak.us.

Quick Links

[DOP Home Page:](#)

[PD Tracker](#)

[Employee Call Center](#)

[TrainAlaska](#)

[DOP Newsletters](#)

[Rater's Guide](#)

[New Employee Orientation](#)

Inside This Issue:

- Timesheet Standard Elements Implementation
- New Employee Orientation Training
- Non Perm Request Form Update
- Classification Team Contact List

Timesheet Standard Elements Implementation

The original timesheet standard elements implementation date of January 1, 2005 has been postponed to March 31, 2005. For those departments who have pushed hard to successfully meet the original deadline, we sincerely appreciate your effort. Technical Services has been coordinating with departments to determine what progress has been made to meet the new timesheet minimum standard elements. Departments are meeting the minimum standards in different ways; starting from scratch and creating brand new timesheets, using the example provided by the Department of Administration or adding information to current timesheets to bring them into compliance. As departmental timesheets are developed, feel free to contact Technical Services to ensure compliance with the timesheet standard elements or if questions or concerns arise regarding the process for implementation.

New Employee Orientation (NEO) Training

The Division of Personnel is currently conducting training for supervisors on the New Employee Orientation process in Juneau, Anchorage, and Fairbanks.

Additional training sessions have been scheduled in Nome, Homer, and Kenai/Soldotna. Please see the schedule listed below for location and times.

Supervisors located outside of the locations listed above will be offered the opportunity to participate in a teleconference.

If you have questions regarding the training, please contact your Management Services consultant.

Nome
3/17 @ 2:30 pm Sitnasuak Building, 214 front Street

Homer
3/22 @ 2:00 pm Homer Job Center, 270 W. Pioneer Ave., Suite C.

Kenai/Soldotna
3/24 @ 11:00 am and 1:00 pm. Kenai Job Center, 11312 Kenai Spur Highway, Forget-me-not conference room.

Non Perm Request Form

In response to comments received, the Nonpermanent Position Request form has been updated as of February 8, 2005, and is available on the "[Classification Forms](#)" web page. Please use the revised form when requesting any new nonpermanent positions."

Classification Team Contact List

The [Classification Team Contact List](#) has been updated to reflect recent reorganization movement.

Go online to the DOP website to get the latest Classification Team contact list. Access the list through "[HR Contacts](#)" under Quick Links on the [DOP home page](#).

You may also ac-

**Division of Personnel
P&P's**

The Division of Personnel is proud to announce the publication of revised Policies and Procedures (P&P's). Newly published P&P's will be announced in this column as they are published.

The following P&P's have been revised:

Subject Code & Topic Type
10000 General Operations POL

Access the list through "Contact List" on the [Classification page](#) under Quick Links.

Please note: changes to the contact list will be

posted on the web site as necessary. Check this web site regularly in order to keep up-to-date.

Your Management Services staff con-

sultant remains your first point of contact for classification issues and questions.

**Classification Staff
Contact List**

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[Division of Personnel P&P's](#) are published on the division's web site.

The Alaska Department of Administration complies with Title II of the 1990 Americans with Disabilities Act. This publication is available in alternative communication formats upon request. To make necessary arrangements, contact the Statewide Planning and Research for the Division of Personnel at (907) 465-4434 or the TDD for the hearing impaired at (800) 770-8973.