

# HR Update

HR...Passionate about your success.

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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 or go to <http://dop.state.ak.us/index.php?id=85>

**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 [employeeccallcenter@admin.state.ak.us](mailto:employeeccallcenter@admin.state.ak.us).

## Quick Links

[DOP Home Page:](#)

[PD Tracker](#)

[Employee Call Center](#)

[TrainAlaska](#)

[DOP Newsletters](#)

[Rater's Guide](#)

[New Employee Orientation](#)

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### Workplace Alaska Hiring Manager Login ID Change

Due to security enhancements to the Workplace Alaska (WPA) recruitment system hiring managers will or may have already experienced a change to their WPA Hiring Manager login ID sign on and password. The process involves the migration of hiring managers to LDAP authentication. Therefore, in most cases the new login ID and password will be their current e-mail login ID and password.

The information changes are being done manually by the Employee Services; Workplace Alaska Support team. They are working as quickly as possible to implement the changes. We appreciate your patience and understanding during the migration.

Once the process is complete, hiring managers will receive an e-mail notifying them of their updated login information.

### Standard Timesheet Elements - Why are Start and Stop Times Necessary?

How an individual is compensated for the hours worked is determined by a combination of collective bargaining provisions, personnel rules and state and federal statutes. The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, record keeping and child labor standards for employment. State and federal statutes require an employer to maintain accurate records, which include certain identifying information about the employee, including data about the hours worked and the wages earned. For over-time-eligible employees, start and stop times are necessary to accurately pay for time worked and any premium pays which may be due for those hours. Without complete and accurate reporting of time, it is difficult to tell if an employee has been

paid appropriately. Accurate reporting of time protects the employer from false pay claims and assures that the employee receives all compensation due.

Answers to this and other frequently asked questions regarding the implementation of standard timesheet elements can be found in the attached Standard Timesheet Elements Implementation FAQ.

### Selection Criteria in Workplace Alaska Job Request

For all Workplace Alaska recruitments, pre-interview screening criteria must be developed and listed in the Manager Comments Section of the Job Request prior to Employee Services posting position vacancies on Workplace Alaska. This critical step ensures that screening/selection criteria and the hiring process will be legally defensible. Employee Services will send an email reminder

## 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

43000 Timesheets  
20013 Residency Determinations

Division of Personnel P&P's are published on the division's web site at <http://dop.state.ak.us/ppdb/index.cfm>

that provides information on Pre-Interview Screening Criteria if a job request is missing the interview criteria. You can also request a copy of the standard email reminder from your contact your recruitment prior to completing your job request.

### Recruitment: Contact Changes!

Effective April 18, 2005, Employee Services will handle recruitment for Local 71 Labor, Trades & Crafts (LTC), job service referral positions and college and student interns.

For assistance in obtaining dispatches from Local 71 to fill LTC positions or to fill positions through a job service referral or the college and student intern process, contact your department contact in Employee Services. Employee Services staff also assists in Promotional Postings for Local 71 positions. The contact list for Employee Services Team

can be accessed on the [Employee Services](#) web page through the "Employee Service Staff" button at the bottom of the page. Employee Services will review and approve the hire once the appropriate completed Hiring Manager Checklist is submitted.

Hiring manager checklists have been added to the HR Forms page on the Division of Personnel's web site. Access the checklists through "[HR Forms](#)" under Quick Links on the [DOP Home Page](#). The checklists may also be located on the Hiring Managers Home Page of Workplace Alaska by selecting the "Pre-Hire Info" link in the "Checklists" column. Completion of all the steps set out on the checklists by the Hiring Manager will ensure that Employee Services will have the necessary information to review and approve the hire within the time period specified in the Division of Personnel's Client Service Standards.

As usual, if the recruitment is for a position in the classified

service and will be conducted via Workplace Alaska, your departmental contact in Employee Services will review the recruitment and approve the hire once the appropriate completed Hiring Manager Checklist is submitted. This **includes** recruitments where a noncompetitive hire is made via rehire or transfer provisions. Again, the contact list for the Employee Services Team can be accessed on the [Employee Services](#) web page through the "Employee Services Staff" button at the bottom of the page.

The contact numbers for each agency have stayed the same and are listed below:

**General Services** – 465-2072  
**Public Protection** – 465-5739  
**Resources** - 465-6174  
**Health & Social Services** – 465-1634  
**DOT/PF** - 465-8986

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.