

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) or (Nicki_Neal@admin.state.ak.us).

Contact Information

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 employeecallcenter@admin.state.ak.us.

Quick Links

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Training and Development Class Schedule

The Division of Personnel is proud to announce the 2005-2006 Train Alaska curriculum and schedule. Please take a moment to review the new courses added to the curriculum. The 2005 – 2006 schedule is on the DOP Training and Development web site.

Confidentiality of Information Acknowledgement Form

Reminder: All State employees are now required to sign the State of Alaska Confidentiality of Information acknowledgement form.

Signed forms were due September 15th, 2005. If you have not already done so, please print, read, sign, and send the Confidentiality of Information Acknowledgement form to: mail stop 0201; or mail to the State of Alaska, Department of Administration, Division of Personnel, Employee Records, PO Box 110201, Juneau AK 99811-0201.

Questions regarding the confidentiality policy and the completion of the form can be

directed to the Employee Call Center at 465-3009 or via email to employeecallcenter@admin.state.ak.us.

Personnel Rule 2 AAC 07.416—Effects of Violations of Federal or State Law

Effective September 22, 2004, an employee who receives a citation requiring a court appearance, or who is arrested or convicted for a misdemeanor or felony, must report the citation, arrest, or conviction to the employee's division director by the end of the following working day. An employee who fails to report such citation, arrest or conviction may be subject to disciplinary action, up to and including dismissal.

New Classification Program Manager

We are pleased to announce the appointment of Amanda Holland as the Classification Program Manager effective immediately. Amanda has an excellent background in the human resource area and has worked in the areas of payroll, recruitment, audit, classification, EEO/AA, training, employee/labor relations and strategic plan-

ning and research. Prior to HR integration, Amanda worked in the Departments of Corrections and Public Safety as well as the Division of Personnel. Most recently Amanda has been in charge of the Statewide Planning and Research team.

Personnel Rule 2 AAC 07.365—Merit or Longevity Increases

Effective August 25, 2005, a merit or longevity increase of one step will be automatically granted on the employee's merit anniversary date unless the appointing authority takes proactive action to deny the increase through a performance evaluation prior to the merit or longevity date.

Overdue increases will not be automatically credited. A performance evaluation must be prepared for the employee to be granted the overdue increase.

AKPAY Training

Technical Services is now offering AKPAY Basics and AKPAY for Timekeepers. Register through TrainAlaska. Classes will be offered monthly in Juneau and every bi-month in Anchor-

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

age.

AKPAY Basics - AKPB

This two-hour course is designed to provide human resource staff and departmental administrative staff with knowledge of basic policies and procedures associated with the State of Alaska Payroll System (AKPAY). Participants will also learn the purpose and use of key screens and fields.

Upon completion of this two-hour course participants will:

- Have knowledge of the confidentiality and security requirements for AKPAY.

- Have basic knowledge of the purpose and use of key screens and fields in AKPAY.
- Learn how to use AKPAY features for basic research.

AKPAY for Timekeepers - AKPT

Prerequisite: AKPAY Basics - AKPB. During this four and one-half hour course departmental timekeepers will learn how to process timesheets and enter time and attendance information into the State of Alaska Payroll System (AKPAY).

Upon completion of

this four-hour course participants will:

- Have knowledge of how to review timesheets for accuracy and completeness.
- Have knowledge of how to distinguish earning types and premium pays.
- Be able to enter time and attendance information into AKPAY.

To view the course schedule and enroll for classes, please visit the Training & Development website at <http://dop.state.ak.us/index.php?id=10>.

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