

HR

State of Alaska
Division of Personnel and Labor Relations
FY 09- Issue 07
June 8, 2009

Update

HR.....Solutions for success.



IN THIS ISSUE:

- GOVERNOR'S DENALI PEAK PERFORMANCE AWARD WINNERS
- VERIFICATIONS
- NEW HIRES AND THE ONE CARD
- SOCIAL SECURITY NUMBERS

HR UPDATE

LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact franklin.hurt@alaska.gov.

Hot Topic!

Effective June 1, 2009 the hiring freeze originally enacted on January 23, is rescinded.

For more information click here: http://omb.alaska.gov/10_omb/budget/Hiring%20Freeze%20Rescind%20Memo%20COS%205-21-09.pdf

2009 Governor's Denali Peak Performance Award

Congratulations to all of the award winners of the 2009 Governor's Denali Peak Performance. These employees are recognized for demonstrating their commitment to building and maintaining a culture of superior customer service, exceptional performance, heroism, and leadership capabilities within the State of Alaska. From a pool of over 900 nominations, the winners are as follows:

- ★ Co-worker Recognition – **Melanie Bosch**, Dept. of Fish and Game
- ★ Customer Service Excellence Individual Award – **Patience Frederiksen**, Dept. of Education and Early Development
- ★ Customer Service Excellence Team Award – Epidemiology Vaccine Depot Team, Dept. of Health and Social Services
Della Fisher, Brenda Snelson, Maurice Lockhart, and Tinna Thomas
- ★ Exceptional Performance Individual Award – **Elizabeth Manning**, Dept. of Fish and Game
- ★ Exceptional Performance Team Award – Career Guide Team, Dept. of Labor and Workforce Development
Gary Abernathy and Laura Hohman
- ★ Leadership Award – **Patrick Shier**, Dept. of Administration
- ★ Heroic Individual Award – **Todd Richardson**, Dept. Administration

- ★ Heroic Team Award – Public Facilities Team, Dept. of Transportation and Public Facilities

Douglas Webster, Kevin Knotek, Karl Severance, Bill Redmond, and Terry Quantrille

We would also like to recognize all the employees that received nominations and their hard work and excellent service to the State of Alaska. In addition, we would like to thank all who took time to recognize the good work of fellow employees. For a complete list of all the winners, honorable mentions, and nominees please visit: <http://dop.state.ak.us/directorsOffice/denaliWinners>

For more information about the program, visit: <http://dop.state.ak.us/directorsOffice/denaliAwards>

Comments about the program and suggestions for improvement are welcome. Please send them to emy.abad@alaska.gov.

Verifications

by Rick Morrison

Due to several questions the Employee Call Center has received recently, this is a reminder regarding the appropriate routing of employment verification forms. All verifications must be completed by a Department of Administration employee. Below is a guide identifying which sections in the Division of Personnel & Labor Relations handle some of the more common verifications.

The Division of Personnel & Labor Relations Service Centers are responsible for leave accrual service verifications, unemployment verifications, and a number

HR Update FY 09 - Issue 07

of verifications related to retirement. These verifications are either initiated by the Service Center, or should be forwarded directly to them. Your administrative officer or the Employee Call Center are able to look up your department's Service Center contacts for you.

The Employee Call Center is responsible for verifications of employment for executive branch employees from banks and lending groups regarding loans and mortgages, and also from landlords, housing authorities, prospective employers, the heating assistance program, or other public assistance programs. Most requestors provide a verification form for completion; however, if a form is not provided, the Employee Call Center is able to provide a verification letter detailing the information requested. An authorization form signed by the employee may be required to release the information, depending on the request. Any requests of this nature should be forwarded directly to the Employee Call Center.

If you have any questions about verifications or who should fill them out, feel free to contact the Employee Call Center at 465-3009, by fax at 465-6624, or email at employeecallcenter@alaska.gov.

New Hires and the One Card

This is a reminder for supervisors about new hires and the State of Alaska One Card credit card for state purchasing and/or travel on state-sponsored business. Delays in completing and forwarding appointment paperwork to the appropriate HR Service Center will cause delays in obtaining a One Card, Traveler Profile, and Pay Vendor Number (PVN).

To obtain a One Card, an employee must have an Employee ID. This is a unique six-digit number assigned to an employee when appointment information

is entered in the payroll system. Once the completed appointment paperwork is forwarded to the appropriate HR Service Center, HR staff make every effort to enter the information within three days of receipt. After this entry is completed, the process of issuing a One Card may continue.

More information about the One Card may be found at: http://fin.admin.state.ak.us/dof/usbank_oca/index.jsp

Social Security Numbers

Your Social Security Number (SSN) is no longer required on your timesheets and leave slips in part due to House Bill 65, passed by the legislature last year to further protect personal information. Changes have been made to the statewide payroll system, AKPAY, which allow data entry for these documents based on the unique six-digit employee ID number assigned to you in the payroll system. This number is available on the Employee Directory. To find it:

1. Go to the State Employee Search Page (available on State network computers only). This page is also available from the State Home Page by clicking on "Find a State Employee" and then "Advanced Search."
2. In the middle box (titled "where the") click on the drop down menu and choose "last name."
3. Type your last name, and click "search."
4. Click on your name.
5. The six-digit "Emp #" is displayed on the right hand side under Business and Location Information.

New leave slips will reflect this change, but in the meantime, please use the old leave slips and simply use your employee ID number to complete the SSN field. HR is in the process of updating various human resource forms by replacing the SSN field with an Employee ID field; however, some forms, such as the W-4 and I-9, still require a SSN and won't be

changed. These forms are handled with the understanding of the confidentiality of their contents.

Classification Section – Class Study Updates

Active Studies:

- Administrative Clerks & Supervisors; Human Resource Assistants (anticipated completion date of 6/30/09, effective 7/1/09). Note: A recruitment hold is currently in effect for these job classes. Recruitments may be advertised after implementation of the study. Please direct all study-related questions and/or concerns to your agency study contact.
- Accounting Study Part 3: Accountant I-V; Accounting Supervisor II; State Accountant (anticipated completion date of 6/15/09, tentatively scheduled to be implemented on 6/16/09)
- Assistant State Petroleum Property Assessor
- Program Coordinator Study Phase 2 (project manager) and Phase 3 (outliers)
- Regulatory Commission of Alaska job classes

Recently Completed Studies:

- DPS Office of Professional Standards Investigator, effective 4/7/09
- RCA Administrative Law Judge, effective 4/8/09

For more information on Class Studies visit <http://dop.state.ak.us/classification/main>