

# HR UPDATE

FY 10 - Issue 01  
September 1, 2009  
HR....Solutions for Success

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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](mailto:franklin.hurt@alaska.gov).

## HOT TOPICS!

The printing of paper payroll advices for direct deposit has been discontinued as of the last payday in August 2009! To view your payroll advices visit [Employee Documents Online](#).

## Time & Attendance System (TAS) Naming Contest

By Deanna Lewis

The Time and Attendance System (TAS) project has started. The Department of Administration, Divisions of Finance and Personnel and Labor Relations have awarded this contract to Time Link International Corporation, also referred to as TimeLink. Kickoff meetings were held on August 10th & August 11th for key stakeholders. Stakeholders included agency Administrative Services Directors, State Finance Officers, TAS Agency Liaisons, staff of the Divisions of Finance and Personnel and Labor Relations in addition to human resources staff from the Office of the Governor, the Legislative branch, and the Alaska Court System.

The overall goals of the TAS project are to provide a statewide comprehensive, integrated, browser-based Time and Attendance collecting system, to eliminate the need for paper-based processes through automated entry and approval of timekeeping documents such as timesheets and leave request forms, eliminate redundant timekeeping systems across State agencies, as well as automate business rules throughout the State for consistent application of business rules. Exciting times are beginning for the State as TAS will be intuitive and easy to use. TAS will also

interface with current payroll (AKPAY) and accounting (AKSAS) systems, and will be compatible with systems that will replace these systems within the next ten years.

A naming contest has commenced to find a more exciting name, other than TAS, for this new Time & Attendance System. Be original. Be creative. What does this new system mean to you? As an employee of the Division of Personnel and Labor Relations and one who has manually processed many paper timesheets over the years, I think "RELIEF" might make a good name, but don't think it will mean anything to newly hired staff five, ten and especially twenty years from now. What about a great AKronym (like AKSAS, AKPAY, or ALDER)?

Submit your entries via email to your department-specific TAS Agency Liaisons (see list). Include the word "TAS Naming Contest" in the subject area of the email and also feel free to add any information you think will help the TAS steering committee better understand your entry. Enter as often as you like through close of business, September 18, 2009.

TAS Agency Liaisons will gather their department choices and determine their top five entries. Each TAS Agency Liaison will then forward the top five

State of Alaska - Division of Personnel and Labor Relations  
PO Box 110201, Juneau, AK 99811-0201  
(907) 465-3009 or [employeecallcenter@alaska.gov](mailto:employeecallcenter@alaska.gov)

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choices to the TAS project team, and the TAS steering committee will vote on the winner, their number one choice. The winning submission will be awarded a prize.

TAS Agency Liaisons/Contacts for the TAS Naming Contest

Department	Contact Name
01-Office of the Governor	Mary Etheridge
02-Administration	Wendy Vuille
03-Law	Dave Blaisdell
04-Revenue and Component Units	Brook Larson
04-Alaska Permanent Fund Corporation (APFC)	Kathy Thatcher
05-Education & Early Development	Aida Santos
05-Alaska Commission on Postsecondary Education	Frank Love
06-Health & Social Services Department	Brenda Lanza
06-Health & Social Services 24-Hour Institutions	Jana Heard
07-Labor & Workforce Development	JoAnn Pelayo
08-Commerce, Community & Economic Development	Rose Foley

Department	Contact Name
09-Military & Veterans Affairs	Stephanie Church
10-Natural Resources	Bill Andrews
11-Fish and Game	Cristine O'Sullivan
12-Public Safety - Department	Joan Kasson
12-Public Safety – Public Safety Officers	Captain Burke Waldron
18-Environmental Conservation	Joey Ausel
20-Corrections	April Wilkerson
25-DOT/PF Shoreside and Component Unit	Kristi Peel
25-DOT/PF - Vessels	Michael Wilson
30-Ombudsman	Skiff Lobaugh
31-Legislative Affairs	Skiff Lobaugh
33-Legislative Audit	Skiff Lobaugh
41-Alaska Court System	Connie Budahl

## Employee Documents Online

By Shannon Wiley

State employees who receive their pay via direct (electronic) deposit are now able to view their payroll advice

(paystub) information through the [Employee Documents Online](#) web site. This web site allows State employees to easily access their own personal information in a secure manner that protects confidentiality. Moving paystubs online will result in significant printing and mailing cost savings each year for the State of Alaska.

The payroll information presented online is identical to the information formerly delivered to employees in printed format each payday on the payroll advice. The printing of paper payroll advices for direct deposit has been discontinued as of the last payday in August 2009. Paystubs will be available online for 18 months after the pay period end date.

State employees who still receive a paper paycheck (warrant) will continue to receive their payroll information attached to the warrant and this information is not available through the Employee Documents Online web site. In addition, special payroll adjustments/payments issued via paper warrants are not available online.

Those State employees not already using direct deposit are encouraged to consider this option to take advantage of the Online Paystub service offering.

There are many resource links available on the Employee Documents Online web site to help employees become familiar with this service.

- Payroll contacts for Executive Branch employees as well as contacts for employees of the Court System, Legislative Groups, and Governor's Office.
- Frequently Asked Questions that address many of the topics important to all employees, such as confidentiality and security.



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- Forms for setting up and updating direct deposit information, employee mailing address, and federal IRS W-4 withholding amount.
- Additional Resources include “How to read your pay stub”, “Earnings and Deductions Codes”, and State payroll calendars.

Questions or comments? Contact:  
[employeeecallcenter@alaska.gov](mailto:employeeecallcenter@alaska.gov)

## **HB 65 and Division of Personnel & Labor Relations HR Forms**

By Connie Preecs

HB 65 was passed by the Alaska Legislature and signed into law on June 13, 2008 with an effective date of July 1, 2009. This law adds protections to personal information.

There are three sections of HB 65 that state agencies should take note of:

- (1) AS 45.48.010 Disclosure of a breach of security defines when an individual must be notified of a breach of security and personal information is compromised;
- (2) AS 45.48.400 Use of social security number restricts the use, request, collection, and disclosure of social security numbers
- (3) AS 45.48.500 Disposal of records defines protection and disposal of business and government agency records containing personal information

To comply with HB 65, the Division of Personnel & Labor Relations has reviewed HR forms containing Social Security Numbers (SSN). Several documents including the timesheet, leave slip and performance evaluation form have been revised to allow for the use of the employee ID rather than the employee’s SSN. Employee

IDs can be located using the Advance Search feature of the State Employee Directory.

Please note that if a SSN is requested on a form it is required for business related purposes and should not be replaced with the employee ID. These forms are handled with the understanding of the confidentiality of their contents.

For more information on HB 65 click on the link below and log in using your LDAP ID and Password.

[House Bill \(HB\) 65 Personal Information Protection Act \(PIPA\)](#)

## **Classification Section – Class Study Updates**

Active Studies:

Assistant State Petroleum Property Assessor  
Program Coordinator Study Phase 2 (project manager) and Phase 3 (outliers)  
Regulatory Commission of Alaska job classes  
Eligibility Technicians

Recently Completed Studies:

DPS Office of Professional Standards Investigator, effective 4/7/09  
RCA Administrative Law Judge, effective 4/8/09  
Administrative Clerks and Supervisors; and Human Resource Assistants (retitled Office Assistants), effective 7/1/09  
Accounting Study Part 3: Accountants; Accounting Supervisor II; State Accountant, effective August 16, 2009

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



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