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CLASS STUDY UPDATE:
For the latest Class Study information go to http://doa.alaska.gov/dop/classification/classStudies/

Changing Your Legal Name and Marital Status

By EPIC

The State of Alaska (SOA) must comply with the federal requirement that the name and number on an employee's social security number (SSN) card match their employer's records. The first step to having your name updated with the SOA is to request a new SSN card through the Social Security Administration (SSA) by completing the Application for a Social Security Card form (Social Security Application). This form, along with other mandatory and optional forms for status changes, can be found on the Division of Personnel and Labor Relations website under Human Resource Forms at: http://doa.alaska.gov/dop/resources/employeePackets/#17.

Once you have received your new SSN card you can submit the request to have your name changed through your department's administrative/HR contact. If you want to change your marital status with the SOA, then you'll need to either provide a certified copy of your marriage certificate or a copy of your divorce decree. Once the paperwork is processed, your name will be changed in the payroll system, Retirement & Benefits system, and with the health care provider AlaskaCare, for those employees covered by that plan. If your health insurance is provided by a union health trust (GGU/ASEA, LTC, PSEA, and Masters, Mates & Pilots), you'll need to contact them directly to change your name.

If you have any questions regarding this process, please contact the Employee Call Center by email at EmployeeCallCenter@alaska.gov or by phone at 465-3009.
FY 2014 Workforce Profile

By EPIC


The Workforce Profile is specific to Executive Branch employees, and contains counts of these employees by department, region, location, gender, age, bargaining unit, and other categories. Copies of the current and prior year profiles, and other publications, are found on the Division’s publications, reports, and newsletters page at: http://doa.alaska.gov/dop/resources/publications/

Please contact Kim Garrett of the Employee Planning and Information Center if you have questions about these publications.

2015 Timekeeper Schedule

By Payroll Services

The 2015 semi-monthly and bi-weekly Timekeeper Schedules are now available at the following link: http://doa.alaska.gov/dop/serviceCenters/timekeeperSchedule/

These schedules indicate the dates when Time Collectors and Time Keepers must have timesheets submitted to Payroll Services.

Photo: AFN Anchorage 2014

HR Consultants Yolanda Wray (left) and Erin Collins (right) staff the State’s Workplace Alaska booth at this year’s Alaska Federation of Natives Conference. Thousands of Alaskans descended on the Dena’ina Center in Anchorage on October 23, 2014; and we talked to many of them about working for the state.

Photo: Payroll Services Ugly Holiday Sweater Day


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 Employee Planning and Information Center for the Division of Personnel and Labor Relations at (907) 465-4434 or the TDD for the hearing impaired at (907) 465-3888.