

*HR... Solutions for Success*

# HR UPDATE

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### CLASS STUDY UPDATE:

- For the latest Class Study information go to <http://doa.alaska.gov/dop/classification/classStudies/>

#### 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 [holly.cox@alaska.gov](mailto:holly.cox@alaska.gov).

## 2015 W-2 Information

By EPIC

The 2015 W-2s were sent to the mailroom for distribution to State of Alaska employees on Tuesday, January 19, 2016. Requests for duplicate 2015 W-2 forms began on February 1.

Requests for 2015 W-2 reprints should be directed to the Employee Call Center by email at [employeecallcenter@alaska.gov](mailto:employeecallcenter@alaska.gov), by phone at 465-3009, or by fax at 465-6624. Every effort will be made to process duplicate 2015 W-2 requests within one business day between February 1 and April 15, 2016.

Duplicate W-2 forms can be sent via email, mail, or fax. For security reasons, the easiest way for the Call Center to receive a request is via the employee's State of Alaska email account. Requesting to have the W-2 form emailed to your state account is also the most efficient and hassle-free option.

Requesting the form be sent to an email account out of the state system requires the form to be sent

through IronPort, which is a secure web server that requires a separate account and password.

Employees of the Office of the Governor, Legislative Branch, and the Alaska Court System should direct requests to their Human Resource Office; all other employees should contact the Employee Call Center.

For information about the W-2 and how it relates to fields on an employee's pay stub, go to the document "How to Read Your Payroll Stub and Yearly W-2 Earnings Statement" at:

<http://doa.alaska.gov/dof/payroll/resource/prstubref.pdf>

## Supervision / Lead Guidance

### By Classification

With the implementation of IRIS HRM the Classification Services Section will be revising some of the fields in OPD to coincide with the new naming conventions and functions within this new system. One of the features of IRIS HRM is the system will be able to generate organizational charts through VISIO. In order to accurately document the reporting relationships on the organizational chart, lead and foreman positions will now be allowed to be listed in section 1.3 (Supervisor Information) in OPD.

Currently section 1.3, has been restricted to the bona-fide supervisor of the position. This section was only to be used for positions in the Supervisory and Confidential bargaining units or the Partially-Exempt or Exempt Service for which full supervisory authority was designated. The implementation of IRIS HRM requires Classification Services to broaden the scope of this section to also include the Lead or Foreman over a position.

Effective the date of this memo, the following policy concerning Section 1.3. in OPD applies:

1. A position with a permanent Lead or Foreman position between it and its supervisor will now have the Lead or Foreman's

position control number (PCN) information listed in section 1.3 instead of the supervisor's PCN. Note: A Lead is defined as "A position assigned regular and recurring responsibility for common supervisory duties such as writing performance evaluations, mentoring, training, determining how work is performed, assigning work and monitoring workloads. Lead employees may participate in interviews and rating applicants but don't typically exercise the level of authority to act or effectively recommend actions regarding hiring, discipline, or grievance adjudication as full Supervisory staff defined by 8 AAC 97.990(a)(5)." The position designated as a Lead/Foreman must have lead-level responsibility designated in section 5 (Supervisory Authority) of its PD. The bona-fide full supervisor's position control number will continue to be annotated in the classification analysis.

2. If the position does not have a Lead/Foreman position over it, list the bona-fide supervisor's information in section 1.3.

If you have any questions, please contact your department HR staff or DOPLR Classification Services.

## LearnAlaska Tips and Tricks

*Did you know that in LearnAlaska you can check the status of an approval request?*

When you login to LearnAlaska you can check the status of an approval request by going to My Access Requests listed under My Workspace.

From that page click on the search function and you can view all of your access requests in the system, past and current. This way you can check to see if a request is still Pending approval, Approved, or if it has even been Rejected. This way at any time you can check on the current status of your request.

### Subscribe to IRIS Insight

Each month, the IRIS project distributes an e-newsletter, IRIS Insight, full of IRIS HRM features, updates, activities, and timelines. If you would like to be up-to-date on IRIS HRM happenings, subscribe to the e-newsletter (<http://list.state.ak.us/soalists/IRIS.Information/jl.htm>). Current and past editions can be found on the IRIS Project News & Information webpage ([http://doa.alaska.gov/dof/iris/pj\\_news.html](http://doa.alaska.gov/dof/iris/pj_news.html)).