

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/> •
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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 holly.cox@alaska.gov.

IRIS HRM Go Live Rescheduled

By IRIS Project

IRIS HRM Project Leadership has decided to reschedule implementation of IRIS HRM to mid-January. After careful consideration, this decision was made to allow the IRIS HRM team to conduct more thorough testing of the payroll accounting management (PAM) process which links IRIS HRM with IRIS FIN and is a critical component of the system.

Please continue to follow current processes and procedures for

payroll and employee related transactions in AKPAY. Once a firm implementation date is set for IRIS HRM, additional information will be communicated in regards to use and accessibility of AKPAY and the transition to IRIS HRM.

For more updates and information on the IRIS HRM project please visit the IRIS HRM Project page at <http://doa.alaska.gov/dof/iris/project.html>



IRIS - Human Resource Management

New Forms Coming with IRIS HRM

With the implementation of IRIS HRM the Division of Personnel and Labor Relations will be updating our forms to match the new payroll system. Part of the implementation of IRIS HRM includes the Employee Self Service (ESS) portal, which will allow employees to make updates directly to information that previously had to go to Payroll

Services.

Currently the forms that will be updated as part of this process are:

- Personnel Action Request Form (PARF)
- Emergency Contact
- Address Authorization / Change

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Personnel Action Request Form (PARF)

The form that will be updated the most is the PARF. In IRIS HRM there are some significant changes to how and what information has to be entered for an employee. Many of the fields that are currently on the PARF will no longer be utilized due to the information either no longer being needed, being updated in a different way, or departments being given access to make the updates themselves. The updated PARF just reflects this change to the information that is needed for Payroll Services to process personnel actions in IRIS HRM.

Emergency Contact

Currently an employee includes a list of Emergency Contacts on their Employee Oath of Office Affidavit. That contact information is being separated into its own form, and will include several new fields. The Emergency Contact form replicates what can be entered by an employee directly through ESS. This information can be entered

by Payroll Services as needed, but employees are encouraged to update and access their information directly in ESS themselves, since as soon as they submit the information it will be updated in IRIS HRM.

Address Authorization / Change

The Address Authorization / Change form will be updated to match the information that is needed for IRIS HRM, which includes several new informational fields. Employees can provide additional information, including their direct work phone number. This is another form that will be accessible for an employee through ESS. Again, this information can be entered by Payroll Services as needed, but employees are encouraged to update directly in ESS for immediate updates to their information.

Please make sure the new forms are used for any new hires starting in January. The forms listed above are the only ones updated at this time, but additional forms could get updated as part of the implementation of IRIS HRM.

Employee Self Service

Employee Self Service (ESS) will be available to all Employees with an active LDAP user record at IRIS HRM Go Live mid-January 2017. At that time employees will have access to update their Emergency Contact, Address, and more. After Go Live new employees will be set up with access to ESS using the Prehire action, which means Employees should be able to login and update their information on their first day of work. As part of their first day of work, we encourage new hires to login to ESS and update their information. The paper forms are provided as an alternative that can be submitted to Payroll as needed.

Please make sure to check back to the HR Forms page on the Division of Personnel and Labor Relations website to ensure you are using the most current versions.

Timesheet Updates with IRISHRM

By Payroll Services

Due to differences between how time is recorded in AKPAY and time is recorded in IRIS HRM, the standard timesheet has been updated. Information about what changes have been made is provided at: <http://doa.alaska.gov/dop/payroll/timesheet/>

This page also provides a Timesheet

Template departments can use that is more compatible with the IRIS HRM entry fields. If you process time entry for your department please review the information provided to see what will be changing at IRIS HRM Go Live. Agencies that use this timesheet should begin using it for the first pay period that will be

processed in IRIS HRM.

If you have any questions, please contact your Payroll Services contact: <http://doa.alaska.gov/dop/fileadmin/ServiceCenter/PayrollContactList.pdf>

Workplace Alaska and the Use of Internet Explorer Web Browser

By Recruitment Services

Beginning January 1, 2017, the State of Alaska's online recruitment system Workplace Alaska will no longer allow access using Internet Explorer web browsers that are below version 11.

Older versions of Internet Explorer are no longer supported and patched by Microsoft making users exposed to a significantly higher number

of security vulnerabilities. Regular security updates to browsers are very important to help users protect against malicious attacks and safeguard private information.

Users attempting to access the recruitment system or career seeker site with an old version of Internet Explorer beginning January 1, 2017 will receive a message notifying

them that they will need to update their browser to be able to access our site.

The State suggests when using the system both as an applicant and as an internal user to use one of the most up-to-date versions of Internet Explorer, Chrome, and Firefox.

DOPLR Service Goals

Like many of you, the DOPLR is operating with fewer staff resources due to budget reductions and the hiring freeze. Classification Services and EPIC have had a 50% staffing reduction, at the same time Training & Development and Labor Relations staff have been reduced by 25%. Payroll and Recruitment Services, and the EEO Program have remained at regular staffing levels with the typical vacancies.

At the same time, as we approach the final weeks leading to IRIS HRM Go

Live mid-January 2017, many DOPLR staff are concurrently functioning in dual roles. DOPLR is actively involved and committed to the system's successful implementation. To that end Payroll, Classification, EPIC, Recruitment Services, and Labor Relations staff are functioning as user acceptance testers, IRIS trainers, report developers, as well as updating and modifying most procedures and processes to integrate the new functionality of the IRIS HRM system.

While the impact of IRIS HRM's implementation is transient, our reduced staffing will have an on-going effect on our service goals. Depending on the nature of the request/action and the staffing level in the section, some requests will be timely but others will understandably take longer. We apologize in advance for any inconvenience this may cause you and appreciate your patience and understanding.

Photo: Payroll in Wonderland



Payroll Services turned into Wonderland for Halloween.