

AAM 210. CERTIFICATION

210.010	Certification Requirement	01/20
210.020	Appointing and Certifying Authority	01/20
210.030	Responsibilities of a Certifying Officer	01/20
210.040	Form of Certification	01/20

AAM 210.010 CERTIFICATION REQUIREMENT (01-20)

In accordance with [AS 37.05.020](#), the Division of Finance requires that all payroll transactions be certified by a person in a position of authority for the agency before the transactions are processed through the state payroll system.

Payroll system online transactions are certified by electronic signature. Certification of documents by means of an electronic signature is provided for in [AS 37.10.030 \(3\) \(b\)](#).

Approval or certification of a voucher is effective when an authorized person uses a password assigned by the department if the certification or the voucher itself is prepared and recorded by using an electronic accounting device that is part of the computerized state accounting systems.

AAM 210.020 Appointing and Certifying Authority (01-20)

The Commissioner of Administration delegates certifying officer authority to the director of the Division of Personnel and Labor Relations, the director of the Division of Finance, and to the heads of the Governor's Office and the Legislative and Judicial agencies. The directors of the Division of Personnel and Labor Relations and the Division of Finance and agency heads are required to file completed forms with the Division of Finance before they may certify documents.

In accordance with [AS 44.17.010](#), the principle executive officer of each state department may assign the functions vested in the department to subordinate officers and employees.

As provided in AAM 15.040, the principle executive officer is required to sign as the appointing authority on all certifying officers' affidavits for the department. In order to delegate this function to a subordinate officer or employee, the department head and the duly appointed authority(s) are required to complete the appropriate sections of the Appointing Authority Signatures form.

All certifying officer affidavits must be accepted by and filed with the Division of Finance before an appointed officer may perform certifying duties.

Refer to [AAM 15.030](#) Appointing and Certifying Authority for delegation requirements for appointing and certifying authority that result from a change of administration.

AAM 210.030 Responsibilities of a Certifying Officer (01-20)

Responsibility for payroll expenditures and control of such rests with the director of the Division of Personnel and Labor Relations, the director of the Division of Finance, heads of the Governor's Office, and the Legislative and Judicial agencies and their designated certifying officers. [AS 37.10.030 \(a\) \(1 - 3\)](#) cite the responsibilities of an officer or employee approving or certifying a state expenditure transaction.

[AS 37.10.040](#) states the liability of a certifying officer or employee is enforced in the same manner as provided by law with respect to enforcement of the liability of a disbursing and other accountable officer.

Employees who are appointed as certifying officers are required to understand state statutes pertaining to the certifying function and responsibilities of certifying officers. They must be informed of disciplinary and legal action that may be taken against them should they abuse their authority. Abuse of their authority includes misuse of confidential information. Misuse of such information is a Class A Misdemeanor.

The Employee ID is used to associate transactions with an individual certifying officer and in no circumstances should the password of a certifying officer be shared.

AAM 210.040 Form of Certification (01-20)

The [access affidavit](#) is used to grant an employee access to the payroll system as a certifying officer for the Division of Personnel and Labor Relations, the Division of Finance, or a state agency. The form delineates state statutes that pertain to the certifying function and the responsibilities of certifying officers.

The same affidavit is completed for all users of the state payroll system and its outputs due to the confidential nature of some of this information.