

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: December 28, 2006
From: Kevin Brooks *K Brooks*
Acting Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 54

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective January 1, 2007.

Accounting

AAM 15.060 - Certifying Officer Access Records in the Statewide Accounting System (AKSAS). Reference to the sharing of passwords was removed from Section AAM 15.050 and a new subsection was created, AAM 15.060. This new subsection requires the identification of the responsible individual's name in the AKSAS certifying responsibility distribution (RD) record, prohibits sharing of certifying RD code passwords, and prohibits certifying authority on RD codes used by more than one individual to authorize transactions.

AAM 38.030 – Emergency Cash Requirements. This new section describes the process and options available to agencies in need of emergency cash outside the normal business hours.

AAM 38.225 – Financial EDI (FEDI). This section was revised to allow for alternative disbursement methods by disabling FEDI when in the state's best interest. It establishes policy requiring high volume vendors to be paid using single payments with multiple addenda.

Travel/Moving

Mileage Rates. The standard mileage rates approved by the federal government when utilizing personal owned vehicles for business purposes and moving were increased to \$.485 per mile and \$.20 per mile respectively. Although these rates are not published in the AAM directly, they are published on forms that are linked within the travel and moving sections of the AAM.

AAM 60 – Travel. The entire section was revised to remove the highlighted sections applicable when agencies begin to utilize the state travel office and the state travel management software. All agencies are currently utilizing the state travel office to some degree and the state travel management software will not be implemented. Procedures and standards related to the operation of the state travel office were deleted as they are now separately documented. References to the "expense report" were removed and replaced with "travel authorization." This

change also resulted in the deletion of Section 60.200 – State Travel Management System, and the “historical” version of AAM 60.

Personnel

AAM 100.080 – Appointing Authority. Added a reference and direct link to AAM 15 Certification.

Payroll

AAM 200.040 – AKPAY Security Access. Establishes policy that AKPAY certifying officer records require social security number and the employee ID, and prohibits sharing of operator ID passwords.

AAM 210 – Certification. Sections 210.020, 210.030, and 210.040 were revised to specifically identify to whom the Commissioner of Administration may delegate authority for appointing certifiers in AKPAY.

AAM 240 – The Personnel Action. Sections 240.020 and 240.030 were revised for clarification and to reflect current organizational structure.

AAM 250 – Position Control. This entire section was revised for clarification and to reflect current business systems.

AAM 260 – Time and Attendance. Sections 260.010, 260.020, 260.050, and 260.060 were revised to establish policy that the travel questionnaire is a required attachment for timesheets of overtime eligible employees who traveled during the pay period.

AAM 280.400 – Light Duty Assignments. Revised to define “light duty” and clarify it will be designated as family leave under the Family and Medical Leave Act (FMLA).

You should keep this memorandum, as well as future transmittal memorandums, in your manual for reference.

KB/lp