Memorandum

To: All Agencies

From: Kelly Tshibaka
Commissioner

Date: May 31, 2019

Subject: STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 95

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective June 1, 2019.

Payment Methods

AAM 38.125 – Warrant Verification. Updated section to reflect current warrant printing and release procedures since the change to IRIS.

Revenue


Personnel

AAM 100.090 Employee Recognition Awards. Updating section to specifically state framing of certificates is an acceptable award.

Compensation

AAM 270.220 – Workers' Compensation Benefits. Updating section to allow for health and life insurance coverage to continue for employees receiving workers' compensation lost wage payments if certain criteria are met.

Leave Accounting

AAM 280.210 – Effects of Leave-Without-Pay on Employee Benefits. Updating section to delete requirement that employee’s receiving workers’ compensation lost wage payments must be in
pay status for a minimum of four (4) hours the first pay period of a month in order to maintain group health and life coverage if certain criteria are met.

**Fringe Benefits**

**AAM 320.100 – Travel Reimbursements.** Updating section to correct taxable scenarios for travel reimbursements.

**AAM 320.110 – Accounting for Taxable Travel.** Updated section to remove AKSAS language and add IRIS accounting elements.

**AAM 320.200 – Moving Reimbursements.** Updated section to reflect new IRS regulations disallowing most moving expenses to be excludable from income reported on the W-2.

**Deductions, Contributions, and Employer Costs**

**AAM 360.200 – Group Health and Life Insurance.** Update section for employees on leave-without-pay (LWOP) to include family leave and workers’ compensation as changes in employee status that may impact health insurance eligibility.