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1 About AKPAY Inquiry (AKINQ)

1.1. History

On January 17, 2017 the IRIS Human Resource Management (HRM) system went live, IRIS HRM is the State’s replacement of the mainframe AKPAY payroll application. When IRIS HRM went live AKPAY data became read-only and any subsequent payroll and human resource actions were to be processed in IRIS HRM. Historical employee and position data from AKPAY was not migrated to IRIS HRM.

The Division of Finance exported historical data from the AKPAY database and developed a series of online reports that are accessible from the AKPAY Inquiry (AKINQ) website pages, so payroll and human resources staff may still view AKPAY historical data. Where it is appropriate, the AKINQ Reports are formatted to replicate the AKPAY screen layout that users are familiar with already, other data is presented in a tabular format.

1.2. What data is in AKINQ?

AKINQ is a series of online reports that query a database extract of AKPAY data. The following data is available in AKINQ:

- Employee Base/History (10/20/A1 screens)
  - Employee Base (10)
  - Employee History (20)
  - Payroll Base (A1)
- Accumulators (B8/B4/B5/B6/A3 screens)
  - Gross/Net (B8)
  - Earnings (B4)
  - Tax (B5)
  - Deductions (B6)
  - UI/Medicare (A3)
- Employee Personal History (26 screen)
- Position Status (63 screen)
- Position Budget (61 screen)
- Position Definition (62 screen)
## 2 Accessing AKINQ

### 2.1. User requests for access

Users are granted access to the AKINQ reports by the DOF System Security group. Users in the following groups who have an AKPAY Certifying Officer Affidavit (COA) on file as of December 31, 2017 were automatically granted access to AKINQ:

- DOP&LR staff,
- DOF Payroll staff,
- Office of the Governor HR/Payroll Staff,
- Legislature HR/Payroll Staff,
- Alaska Court System HR/Payroll Staff,
- Department HR Staff,
- DRB Finance Employer Payroll Services, and
- Legislative Audit Staff

After January 2, 2018 users are required to submit a Payroll Reports Request Form that has been signed by their Agency’s Appointing Authority or Security Contact and the Division of Finance State Payroll Manager to be granted access to the AKINQ reports.

### 2.2. AKINQ Login

The link to AKINQ and this User Guide is available on the Division of Finance’s Information for State Agency Payroll Staff web page:


AKINQ security is tied to the user’s Window Security credentials.

Users who default to the statewide domain, SOA, will be logged in automatically. Otherwise a Windows Security Prompt will appear, users will need to change their domain to SOA by entering SOA\ followed by their User ID in the User Name field:

- soa\User ID – For example: soa\awthomas
- Password – this is usually the password used to login to your computer, but in some agencies, users may have a different password for email, in which case please use your password for your email.
2.3. Browser Capability

The AKINQ reports are made accessible with SQL Server Reporting Services, a Microsoft product, consequently these reports perform best with Internet Explorer, reports are also function in Mozilla Firefox, but not in Google Chrome.

3 Browsing Reports

Upon logging into AKINQ users will be presented with two options, Find Employee and Find PCN. Click on Find Employee to access Employee data and Find PCN to access Position Data.

3.1. Report Toolbar

The toolbar at the top of each report is used to navigate through the report pages.

**Example Toolbar**

<table>
<thead>
<tr>
<th>Toolbar Item</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1" alt="First Page Icon" /></td>
<td>Jump to the first page.</td>
</tr>
<tr>
<td>2</td>
<td><img src="image2" alt="Previous Page Icon" /></td>
<td>Go back one page.</td>
</tr>
<tr>
<td>3</td>
<td><a href="image3">2</a></td>
<td>Enter a number to jump to a specific page.</td>
</tr>
<tr>
<td>4</td>
<td><img src="image4" alt="Page Count Icon" /> of 93</td>
<td>Total number of pages in the report. The total number of pages may not be displayed until you jump to the last page in the report.</td>
</tr>
<tr>
<td>5</td>
<td><img src="image5" alt="Next Page Icon" /></td>
<td>Advance one page.</td>
</tr>
<tr>
<td>6</td>
<td><img src="image6" alt="Last Page Icon" /></td>
<td>Jump forward to last page.</td>
</tr>
<tr>
<td>7</td>
<td><img src="image7" alt="Zoom Icon" /> 100%</td>
<td>Select a value to change the report zoom options.</td>
</tr>
<tr>
<td>8</td>
<td><img src="image8" alt="Search Icon" /></td>
<td>Enter a search value. You may search records for a specific term or date.</td>
</tr>
</tbody>
</table>
3.2. Find Employee

Select the **Find Employee** Icon to view employee reports.

Users may search for employee data by Employee ID or Employee Social Security Number.

To search by empid, uncheck the **NULL** checkbox next to the **EMPLOYEE ID** textbox and enter the employee’s six digit employee ID and either press **Enter** or click the **View Report** button.

Similarly, to search by SSN, uncheck the **NULL** checkbox next to the **SOCIAL SECURITY NUMBER** textbox and enter the employee’s social security number (with no dashes) and either press **Enter** or click the **View Report** button.

*Users may search for employees by SSN, but only the last four digits of the employee’s SSN will be displayed on reports in AKINQ.*
It is not necessary to enter values for both EMPID and SSN. One NULL checkbox must always be selected when searching. If unchecked, you will receive an error message prompting the entry of a value. For example:

When a match for an employee record is found a list of report links is displayed. From this screen users may review Employee Base/History, Accumulators, and Employee Personal History data from AKPAY. Click on any of the blue hyperlinks to view the reports, you may use your browser’s Back button to navigate back to this home screen.

Home Screen
3.2.1. Employee Base/History (10/20 Screens)

Select this report to view the employee’s base and history information.

**Example Base Screen**

Click the link at the bottom of the bottom of the 10 screen to access the employee’s history (20 screens). Use the toolbar at the top of the report to navigate through the history screens.
### 3.2.2. Payroll Base (A1 Screen)

Select this report to view a table of the employee’s payroll base data.
3.2.3. Employee Accumulators

There are five accumulator reports available:

1. Gross/Net (B8 screen)
2. Earnings (B4 screen)
3. Tax (B5 screen)
4. Deductions (B6 screen)
5. UI/Medicare (A3 screen)

Each report is presented as a table of the employee’s accumulator history. Some report columns have the option to sort by the data in that column, click the arrows next to the report heading to sort data in ascending or descending order.

Example Employee Accumulators – Gross Net (B8 Screen) Report

3.2.4. Employee Personal History (26 Screen)

Select this report to view the employee’s name and marital status history.

Example Personal History Report
3.3. Find PCN

Select the Find PCN Icon to view Position reports.

Users may search for position data by Position Control Number (pcn). Enter the PCN (with no dashes) in the pcn textbox and either press Enter or click the View Report button.

When a match for a PCN record is found a list of report links is displayed. From this screen users may review Position Status, Position Budget, and Position Definition data from AKPAY. Click on any of the blue hyperlinks to view the reports, you may use your browser’s Back button to navigate back to this home screen.

Home Screen
3.3.1. Position Status (63 Screen)
Select this report to view a report of the position status history.

**Example Position Status Report**

```
<table>
<thead>
<tr>
<th>REC FL</th>
<th>EFFECTIVE DATE</th>
<th>PCN STATUS</th>
<th>POS NAME</th>
<th>TYPE</th>
<th>CREATE DATE</th>
<th>ORIG CREATE DATE</th>
<th>ARMS AMMO FLAG</th>
<th>START DT1</th>
<th>END DT1</th>
</tr>
</thead>
</table>
```

3.3.2. Position Budget (61 Screen)
Select this report to view a report of the position budget history.

**Example Position Budget Report**

```
<table>
<thead>
<tr>
<th>REC FL</th>
<th>EFFECTIVE DATE</th>
<th>BUDGET ACTION</th>
<th>CREATE DATE</th>
<th>ORIG CREATE DATE</th>
<th>NUM OF POS</th>
<th>BASE RATE</th>
<th>BASE FREQ</th>
<th>ADJ RATE</th>
<th>ADJ FREQ</th>
<th>SEQNO</th>
<th>DOC NUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1961-01-01</td>
<td>BS</td>
<td>1/1/1990</td>
<td>1/1/1999</td>
<td>000001</td>
<td>009999.99</td>
<td>S</td>
<td>009999.99</td>
<td>S</td>
<td>1</td>
<td>090001</td>
</tr>
</tbody>
</table>
```

3.3.3. Position Definition (62 Screen)
Select this report to view a report of the position definition history.

**Example Position Definition Report**

```
<table>
<thead>
<tr>
<th>REC FL</th>
<th>EFFECTIVE DATE</th>
<th>DEFINITION ACTN</th>
<th>DEPT</th>
<th>REGION</th>
<th>DIV</th>
<th>SECTION</th>
<th>LOCATION</th>
<th>FLSA CAT</th>
<th>BARG UNIT</th>
<th>STRIKE CLASS</th>
<th>PAY ENT</th>
<th>NUMBER</th>
<th>CREATE DATE</th>
<th>ORIG CREATE DATE</th>
<th>SEQNO</th>
<th>DOC NUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1961-01-01</td>
<td>SS</td>
<td>02</td>
<td>01</td>
<td>46</td>
<td>E1</td>
<td>AUSA</td>
<td>N</td>
<td>GG</td>
<td></td>
<td>SENR</td>
<td>12</td>
<td>1/1/1990</td>
<td>1/1/1999</td>
<td>1</td>
<td>900081</td>
</tr>
<tr>
<td>A</td>
<td>1961-01-01</td>
<td>SS</td>
<td>02</td>
<td>01</td>
<td>46</td>
<td>E1</td>
<td>AUSA</td>
<td>N</td>
<td>GG</td>
<td></td>
<td>SENR</td>
<td>12</td>
<td>1/1/1990</td>
<td>1/1/1999</td>
<td>2</td>
<td>900513</td>
</tr>
</tbody>
</table>
```