

# AKINQ

(AKPAY Inquiry)

## User Guide



**Division of Finance**

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# 1 About AKPAY Inquiry (AKINQ)

## 1.1. History

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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?

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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

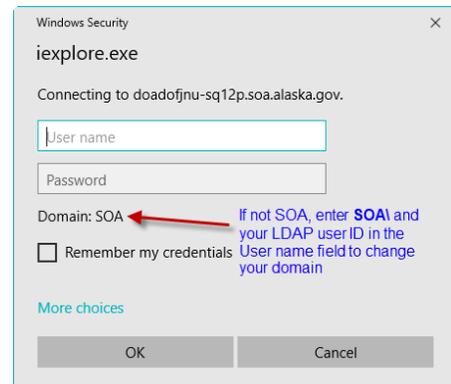
The link to AKINQ and this User Guide is available on the [Division of Finance's Information for State Agency Payroll Staff](#) web page:

<http://doadofjnu-sq12p.soa.alaska.gov/Reports/Pages/Folder.aspx?ItemPath=%2fAKPAY+Inquiry>

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.

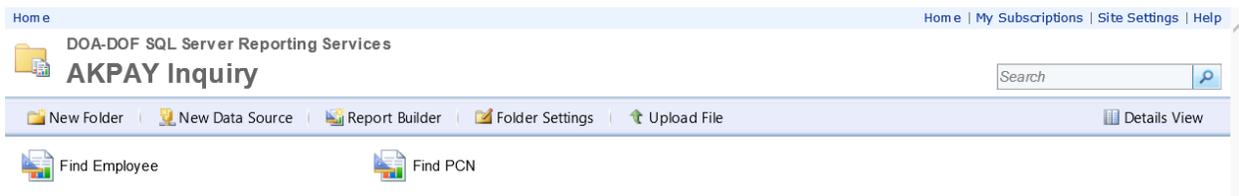


## 2.3. Browser Capability

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

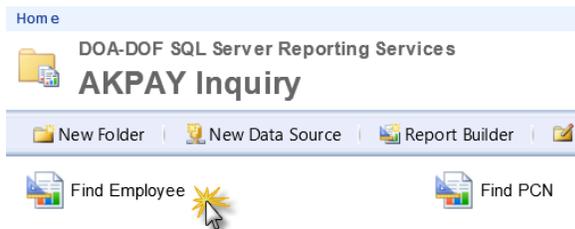


Toolbar Item	Icon	Description
1		Jump to the first page.
2		Go back one page.
3	<input type="text" value="2"/>	Enter a number to jump to a specific page.
4	of 93	Total number of pages in the report. The total number of pages may not be displayed until you jump to the last page in the report.
5		Advance one page.
6		Jump forward to last page.
7	100%	Select a value to change the report zoom options.
8	<input type="text"/>	Enter a search value. You may search records for a specific term or date.

Toolbar Item	Icon	Description
9		Click to browse search results based on the search value entered.
10		Click for export options.
11		Refresh report data. <b>Note</b> - The data in these reports is static there is no need to refresh data.
12		Print. <b>Warning</b> – this will print all report pages for an employee which for reports can be a lot of pages.
13		Not used.

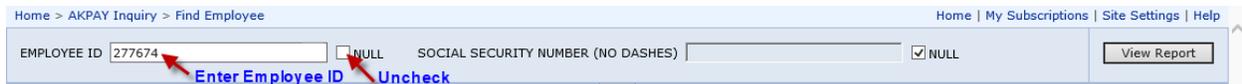
### 3.2. Find Employee

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:*

Message from webpage
✕

Please enter a value for the parameter 'empid'. The parameter cannot be blank.

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

Home > AKPAY Inquiry > Find Employee
Home | My Subscriptions | Site Settings | Help

NULL

NULL

1 of 1 100% Find | Next

## AKPAY Inquiry Report

Historical Payroll Records

EMPLOYEE ID	EMPLOYEE NAME	Employee Base/History	Accumulators	Employee History
277674	THOMAS, AMANDA S W	<a href="#">Emp Base/History (10/20 screens)</a> <a href="#">Emp Payroll Base (A1 screen)</a>	<a href="#">Gross/Net (B8 screen)</a> <a href="#">Earnings (B4 screen)</a> <a href="#">Tax (B5 screen)</a> <a href="#">Deductions (B6 screen)</a> <a href="#">UI/Medicare (A3 screen)</a>	<a href="#">Personal History (26 screen)</a>

### 3.2.1. Employee Base/History (10/20 Screens)

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

#### Example Base Screen



AKPAY EMPLOYEE BASE HISTORY - 10 screen

EMPLOYEE NUM	[REDACTED]	EMP ID	277674	EFF DATE	2015-07-01	DOC NUM	000000
NAME	THOMAS AMANDA S W						

State of Alaska - Employee Base I

STATUS					
ACTION	IC	STATUS EFF DATE	2015-04-16	STATUS IND	A
STATUS	PE	LOA START		LOA END	
SEASONAL	FR	LAST HIRE	2002-01-14	ORIG HIRE	1998-05-15
SEP DATE		LEAVE ELIG DATE	2002-02-13		
COMMENTS				EVAL DATE	2016-04-15

COMPENSATION					
ACTION	MU		COMP EFF DATE	2015-07-01	
SCHED HOURS	082.50	PAY RATE	[REDACTED]	EARNINGS NUM	100
RATE FREQ	S	RATE OVERRIDE	N	MERIT ANN DATE	2017-04-16

POSITION							
ACTION	MU		POS EFF DATE	2015-07-01	PCN	024030	ACT
BARG UNIT	GP	LOC	AWA	RANGE	[REDACTED]	STEP	
JOB CLASS	P3608					PAY ENT	SEMI
DEPT	02	REGION	01	DIV	40	SECT	09
T & A GENERATION	S					PAYROLL RD	02400
						SALARY SCHED	205
FLAG	A	CREATION DATE	2015-07-10	ORIG DATE	1900-01-01	SCHED PATTERN	P0101
						DOC NUM	
						SEQ NO	

[Go To History - 20 Screen](#) ← [Click here to view 20 screens](#)

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.

### Example History Screen

Home > AKPAY Inquiry > Employee Base History

AKPAY Inquiry Report  
Historical Payroll Records

AKPAY EMPLOYEE BASE HISTORY - 20 Screen

EMPLOYEE NUM	[REDACTED]	EMP ID	277674	VIEW DATE	
NAME	THOMAS,AMANDA S W	REF VIEW			
1998-01-12					
<b>STATUS</b>					
ACTION	AP	STATUS EFF DATE	1998-01-12	STATUS IND	A
STATUS	TE	LOA START		LOA END	
SEASONAL	FR	LAST HIRE	1998-01-12		
SEP DATE		LEAVE ELIG DATE	1998-02-11	ORIG HIRE	1998-01-12
COMMENTS	NEW HIRE				EVAL DATE
FLAG	A	CREATION DATE	1998-01-15-16.12.32.000000	ORIG DATE	1998-01-15-16.12.32.000000
				DOC NUM	01159
				SEQ NO	1
<b>COMPENSATION</b>					
ACTION	AP	COMP EFF DATE	1998-01-12		
SCHED HOURS	007.50	PAY RATE	0000011.26	EARNINGS NUM	100
RATE FREQ	H	RATE OVERRIDE	N	MERIT ANN DATE	1901-01-01
FLAG	A	CREATION DATE	1998-01-15-16.12.32.000000	ORIG DATE	1998-01-15-16.12.32.000000
				DOC NUM	011598
				SEQ NO	1
<b>POSITION</b>					
ACTION	AP	POS EFF DATE	1998-01-12	PCN	01501Y
BARG UNIT	XE	LOC	AWA	RANGE	08
JOB CLASS	X1946	PAY ENT	SEMI		
DEPT	01	REGION	01	DIV	50
		SECT	01	PAYROLL RD	01501
				SALARY SCHED	AA
T & A GENERATION	H				
FLAG	A	CREATION DATE	1998-01-15-16.12.32.000000	ORIG DATE	1998-01-15-16.12.32.000000
				DOC NUM	011598
				SEQ NO	1

### 3.2.2. Payroll Base (A1 Screen)

Select this report to view a table of the employee's payroll base data.

### Example Payroll Base Screen

Home > AKPAY Inquiry > Employee Payroll Base

AKPAY Inquiry Report  
Historical Payroll Records

AKPAY EMPLOYEE PAYROLL BASE - A1 Screen

REC FL	EFFECTIVE DATE	EMPLOYEE ID	EMPLOYEE NAME	TAX ENTITY	SEQNO	EFFECTIVE DATE	OCCUP CODE	PERS/TRS EFF DT	PAY ACTION CODE	PAY ACTION EQUIV	PAY FREQ CD	HRLY SAL IND	W2 PEN FL	HI RATE CD	HI RATE CDZ	HI ELIG DATE
A	1990-01-12	277674	THOMAS,AMANDA S W	91000	1	1990-01-12	N	1990-01-12	AP	1	S	H	Y	P	Z	1901-01-01
A	1998-05-15	277674	THOMAS,AMANDA S W	91000	2	1998-05-15	N	1998-05-15	IC	2	S	H	Y	P	Z	1901-01-01
A	2000-11-16	277674	THOMAS,AMANDA S W	91000	3	2000-11-16	A	2000-11-16	IC	2	S	S	Y	P	Z	1901-01-01
A	2000-12-31	277674	THOMAS,AMANDA S W	91000	5	2000-12-31	N	2000-12-31	IC	2	S	S	Y	P	Z	2000-12-30
R	2000-12-31	277674	THOMAS,AMANDA S W	91000	4	2000-12-31	A	2000-12-31	IC	2	S	S	Y	P	B	2000-12-16
A	2002-01-14	277674	THOMAS,AMANDA S W	91000	6	2002-01-14	N	2002-01-14	IC	2	S	H	Y	P	Z	1901-01-01
A	2003-01-01	277674	THOMAS,AMANDA S W	91000	7	2003-01-01	A	2003-01-01	IC	2	S	S	Y	G	Z	1901-01-01
A	2003-02-01	277674	THOMAS,AMANDA S W	91000	8	2003-02-01	A	2003-02-01	IC	2	S	S	Y	G	B	2003-02-01
A	2005-05-16	277674	THOMAS,AMANDA S W	91000	9	2005-05-16	A	2005-05-16	IC	2	S	S	Y	G	B	2003-02-01
A	2005-06-01	277674	THOMAS,AMANDA S W	91000	10	2005-06-01	A	2005-06-01	IC	2	S	S	Y	G	B	2003-02-01
A	2008-04-16	277674	THOMAS,AMANDA S W	91000	11	2008-04-16	A	2008-04-16	IC	2	S	S	Y	G	B	2003-02-01
A	2011-02-01	277674	THOMAS,AMANDA S W	91000	12	2011-02-01	A	2011-02-01	IC	2	S	S	Y	G	B	2003-02-01

### 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

Home > AKPAY Inquiry > Employee Accumulators-Gross Net

AKPAY Inquiry Report  
Historical Payroll Records

AKPAY EMPLOYEE ACCUMULATORS - GROSS NET - B8 Screen

EMP ID	277674	NAME	THOMAS,AMANDA S W										
REC FL	EFFECTIVE DATE	YEAR	LAST PD DT	Q1 GROSS	Q1 NET	Q2 GROSS	Q2 NET	Q3 GROSS	Q3 NET	Q4 GROSS	Q4 NET	YTD GROSS	YTD NET
A	1998-01-01	1998	1998-12-15	3,413.19	2,807.62	1,660.85	1,346.12	4,712.12	2,033.65	2,249.01	0.00	12,035.17	6,187.39
A	1999-01-01	1999	1999-11-15	1,943.10	0.00	2,792.86	0.00	3,413.17	0.00	939.38	0.00	9,088.51	0.00

### 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

Home > AKPAY Inquiry > Personal History

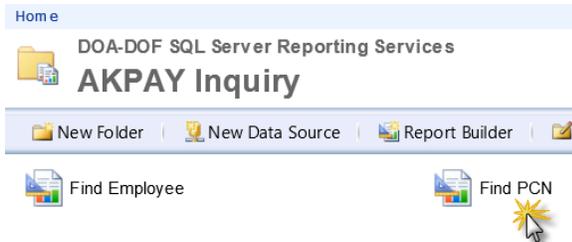
AKPAY Inquiry Report  
Historical Payroll Records

AKPAY EMPLOYEE HISTORY

REC FL	EFFECTIVE DATE	EMPLOYEE ID	EMPLOYEE NAME	GENDER	MARITAL STATUS	RACIAL ID CODE	CITZN CD	CREATE DATE	ORIG CREATE DATE
A	1998-01-12	277674	WEBB,AMANDA S.					1998-01-15	1998-01-15
A	1998-01-12	277674	WEBB,AMANDA S.	F	S	H		1998-01-15	1998-01-15
A	2000-08-30	277674	WEBB,AMANDA S	F	S	H		2000-08-30	2000-08-30

### 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

POS NUM			
024030	<a href="#">Go To Position Status (63 screen)</a>	<a href="#">Go To Position Budget (61 screen)</a>	<a href="#">Go To Position Definition (62 screen)</a>

### 3.3.1. Position Status (63 Screen)

Select this report to view a report of the position status history.

#### Example Position Status Report

Home > AKPAY Inquiry > Position Status

1 of 1 100% Find | Next

**AKPAY Inquiry Report**  
Historical Payroll Records

POSITION STATUS - 63 Screen

REC FL	EFFECTIVE DATE	PCN STATUS	POS NAME	TYPE	CREATE DATE	ORIG CREATE DATE	ARMS AMMO FLAG	START DT1	END DT1
A	1901-01-01	SS		FACL	1/1/1990	01/01/1990	N	1901-01-01	2008-04-16
A	2005-05-16	IC	ADMINISTRATIVE MANAGER I	FACL	5/6/2005	05/06/2005	N	2005-05-16	2008-04-16
R	2008-04-16	IC	ANALYST/PROGRAMMER II FLEXI-IV	FACL	4/17/2008	04/17/2008	N	2008-04-16	2008-04-16

### 3.3.2. Position Budget (61 Screen)

Select this report to view a report of the position budget history.

#### Example Position Budget Report

Home > AKPAY Inquiry > Position Budget

1 of 1 100% Find | Next

**AKPAY Inquiry Report**  
Historical Payroll Records

PCN BUDGET CONTROL - 61 Screen

REC FL	EFFECTIVE DATE	BUDGET ACTION	CREATE DATE	ORIG CREATE DATE	NUM OF POS	BASE RATE	BASE FREQ	ADJ RATE	ADJ FREQ	SEQNO	DOC NUM
A	1901-01-01	SS	1/1/1990	1/1/1990	00001.	0009999.99	S	0009999.99	S	1	090001
A	2009-07-01	NP	6/29/2009	6/29/2009	00001.	0009999.99	S	0009999.99	S	2	760101
A	2011-02-01	NP	1/25/2011	1/25/2011	00001.	0009999.99	S	0009999.99	S	3	760101

### 3.3.3. Position Definition (62 Screen)

Select this report to view a report of the position definition history.

#### Example Position Definition Report

Home > AKPAY Inquiry > Position Definition

1 of 1 100% Find | Next

**AKPAY Inquiry Report**  
Historical Payroll Records

POSITION DEFINITION - 62 Screen

REC FL	EFFECTIVE DATE	DEFINITION ACTN	DEPT	REGION	DIV	SECTION	LOCATION	FLSA CAT	BARG UNIT	STRIKE CLASS	PAY ENT	RANGE	CREATE DATE	ORIG CREATE DATE	SEQNO	DOC NUM
A	1901-01-01	SS	02	01	40	01	AWA	N	GG		SEMI	12	1/1/1990	1/1/1990	1	090001
A	1901-01-01	SS	02	01	40	01	AWA	N	GG	3	SEMI	12	1/1/1990	1/1/1990	2	060513