

How to Submit and/or Setup an Exempt Intern

- 1) Ensure you get a valid new/unused position control number (PCN) from your Human Resource Business Partner (HRBP). Classification does not track exempt PCNs. Typically, intern position PCNs are numbered as follows: First two digits indicates the department, the third capital letter (I) indicates the position as an Intern, and the last three digits indicates the sequence of being established. (e.g., the first new exempt Intern established for the Department of Administration under revised guidelines was assigned PCN 02I001). NOTE: The preferred letter designation to use is (I); however, some agencies may use a or (T) for interns that are short-term.
- 2) The available title codes are:

*Title	Grade	Title Short Description	Title Long Description
X0010	XX	STUDENT INTERN	Same as short
X0186A	XX	INTERN	Same as short
X0186B	8	INTERN	Same as short
X0186C	10	INTERN	Same as short
X1300A	5	STUDENT INTERN	Same as short
X1300B	6	STUDENT INTERN	Same as short
X1300C	8	STUDENT INTERN	Same as short
X1300D	10	STUDENT INTERN	Same as short
X2542	XX	SB PROG INTERN	SKILLBRIDGE PROGRAM INTERN
X0187	14	LEGAL INTERN	Same as short
X2593A	XX	LAW INTERN 1	Same as short
X2593B	XX	LAW INTERN 2	Same as short

*If this is an Intern that is not being paid and only established for administrative purposes such as travel, you need to use the codes with a XX grade designation: X0010, X0186A, or X2542.

- 3) For the specific information to include for interns not on pay status, ensure the following information is annotated in the Request to Establish/Modify Exempt Form located at [http://doa.alaska.gov/dop/fileadmin/Classification/doc/Request to Establish-Modify Exempt Position Form.docx](http://doa.alaska.gov/dop/fileadmin/Classification/doc/Request%20to%20Establish-Modify%20Exempt%20Position%20Form.docx):
 - Assignment Type = Temporary
 - Union: XE
 - Strike Class: N

- Seasonal: FR
- Subtitle: XN
- Time Class: TEMPS
- Grade: N00XX (N00 denotes the location salary schedule). **NOTE:** For the SKILLBRIDGE PROGRAM INTERN insert “XX” only within the Grade. This will indicate and display ***No Range*** for the title.
- FLSA: N
- End Date: A maximum of **three (3) fiscal years** is allowed. You may extend for another three fiscal years 60 days prior to its expiration.

- 4) Complete all other self-explanatory fields as indicated.
- 5) Ensure a **valid** labor distribution code (LDP) is reflected on the form. You also may use DEPTX for unpaid interns if needed. Use the sub-screen LDPR in IRIS to verify the effective dates of the LDP to avoid delays.
- 6) Obtain authorized signatures and submit to Classification Services general email at doa.dop.classification@alaska.gov.