HR...Solutions for Success

HR UPDATE

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HR Update
Let us Know What You Think

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact holly.cox@alaska.gov.

Rapid Learning Institute Online

Good Day SU and CEA Members,

The joint Labor Management Committees for the SU and CEA bargaining units are proud to present the following 10 Rapid Learning Institute short online courses (see course descriptions below) to meet some of your learning needs.

Each online module is approximately five to thirteen minutes in length and comes with supporting materials you can use with your team members individually or in a team meeting.

These online courses can be accessed through LearnAlaska and do not require approval before taking the course. Simply login to LearnAlaska (https://learn.alaska.gov/portal) and type the name of the course or the course acronym and follow the instructions to enroll and access each course.

The great news is that since our committees were able to negotiate a great deal with the Rapid Learning Institute for an unlimited number of users for these 10 courses for one year other State employees outside SU and CEA will be able to utilize these courses

as well.

This means your staff can also take these courses and negotiate goals with you on how they will apply what they learned. The supporting materials for each course have a trainer's guide and goal setting documents to facilitate this outcome.

The 10 Rapid Learning Institute online courses are as follows:

SOA-DOA-DOPLR: Managing Team Conflict (MNTC)

In this 9:52 minute Rapid Learning Institute Quick Take you will learn:

- Why conflict is a powerful tool that team leaders must use to their advantage

- What's going on under the surface when disagreements become toxic

- The ACES method of conflict resolution – a straightforward approach that can turn destructive conflict into constructive solutions

Overtime Eligibility Update

By Classification

The U.S. Department of Labor (USDOL) has announced its final rule on the eligibility criteria for exempting Executive, Professional, Administrative, and salaried Computer Employees from the overtime requirements of the Fair Labor Standards Act (FLSA). The official Final Rulemaking was published on May 23 2016 in the federal register and go into effect **on December 1, 2016.**

The final threshold is $913 per week and will be adjusted every three years, instead of every year. This drops our overtime threshold by one range from the email I sent out on April 21, 2016. Now every employee at or below GGU range 15, SU range 14, CEA range 14, and PX & Excluded range 14 will lose their overtime exempt status.

The FLSA applies to employees, not to positions; however, the State will determine eligibility for exemption using the lowest pay rate of the salary range assigned the job class (Step A) in the applicable base salary schedule (with no geographic differential). We will not change the exemption status of employees whose advancement through merit steps and pay increments causes their salary to exceed the threshold for exemption while they remain in the same job class.

The revised $913 per week or $47,476 annually is equivalent to **$1978.17** semi-monthly (37.5 hour workweek) with the State of Alaska. Based upon this amount, the following is a revision of the original listing of affected employees that will **become overtime eligible under the FLSA**:

- All **GGU** employees in job classes at salary **range 15 and lower**;

- All **Supervisory** employees in job classes at salary **range 14 and lower**;

- All **Confidential** employees in job classes at salary **range 14 and lower**; and

- All **Partially-exempt** and **Excluded** employees in job classes at salary **range 14 and lower**.

At this time, only the departments of Education, Natural Resources, Administration, Health & Social Services and Revenue have employees (3 or less) affected by the change.

Classification Services will take action in November to update position information in the Online Position Description (OPD), after which Payroll Services will update the employee screens in AKPAY and IRIS. When OPD is updated the supervisor and employee will be notified by a system-generated email of the change in overtime status.

Please contact Classification Services if you have any questions.

(Rapid Learning Institue Online continued from page 1)

SOA-DOA-DOPLR: Employee Engagement: Focus, Capability and Will (ENGE)

In this 8:49 minute Rapid Learning Institute Quick Take you will learn:

- Why managers must be totally accountable for the engagement levels of their teams

- How to tap the power of Focus, Capability & Will and why one of these three is challenging for most managers

- The number one reason managers fail to achieve high employee engagement over time

SOA-DOA-DOPLR: Unlocking the Power of Non-Monetary Rewards (PNMR)

In this 11:27 minute Rapid Learning Institute Quick Take you will learn:

- A common mistake that backfires – and what's most difficult about giving them

- The one thing you MUST do to make sure your nonmonetary rewards have impact

SOA-DOA-DOPLR: Controlling Rumors: Filling the Vacuum (RMRS)

In this 8:58 minute Rapid Learning Institute Quick Take you will learn:

- The role managers play in spreading or defeating rumors

- Why rumors are a symptom of a larger problem

- Two critical ingredients that feed the rumor mill and how to address a current rumor

- How to turn rumor mongers into TRUTH mongers

SOA-DOA-DOPLR: Handling Excruciatingly Difficult Conservations (DFCN)

In this 8:41 minute Rapid Learning Institute Quick Take you will learn:

- A template you can apply to many situations including: performance problems, use of foul language, inappropriate physical contact, excessive use of perfume, personal hygiene, unconscious rude behavior

SOA-DOA-DOPLR: Performance Feedback: The Seek-First-to-Understand Approach (PRFB)

In this 13:53 minute Rapid Learning Institute Quick Take you will learn:

- The seek-First-to-Understand method for providing performance feedback

- The #1 goal of performance feedback

- The most frequently overlooked stage in traditional performance appraisal process

SOA-DOA-DOPLR: Empowerment and Accountability: How Much Rope Should You Give Your People (EMPR)

In this 5:31 minute Rapid Learning Institute Quick Take you will learn:

- What behavioral research has to say about deadline-setting and deadline missing

- Why people often fail to meet deadlines they set for themselves

- How to research applies to issues of employee empowerment and accountability

SOA-DOA-DOPLR: Six Managerial Styles You Need to Lead Effectively (6MGN)

In this 10:01 minute Rapid Learning Institute Quick Take you will learn:

- Why "one-trick-pony" managers have limited value

- Six management styles that great managers master

- How to correctly deploy the right style for the situation

SOA-DOA-DOPLR: Time Management: Why It's Not About Time (TMMT)

In this 7:17 minute Rapid Learning Institute Quick Take you will learn:

- Why employees are perceived as being good, or bad, at managing

their time

- The list that matters more than any other

- The #1 enemy of good time management

SOA-DOA-DOPLR: Leading in a Crisis: How to Maintain Morale and Retain Your People (LDCR)

In this 7:49 minute Rapid Learning Institute Quick Take you will learn:

- The single most important leadership strategy in a crisis, which will give you credibility

- A key insight into the psychology of employees that will help you motivate and retain them

- A managerial roadmap for engaging employees in a time of crisis

Please make use of these online training opportunities provided you by your Labor Management Committees. Please **send your feedback about what went well, what could be better and use of online learning** to pat.dill@alaska.gov with the subject line, "**Online Course Feedback.**"

Sincerely,

SU and CEA Labor Management Committee Members

> **But wait there's more!** **Watch for the next HR Update to learn about 12 new modules that will be loaded into LearnAlaska in July 2016.**

IRIS HRM Update

By Alysia Jones

IRIS HRM stands for Integrated Resource Information System – Human Resource Management. It is an online Human Resource Management System that will replace AKPAY in late November 2016. IRIS HRM contains functionality in the following business areas:

- **Position Control** – Creation, authorization and maintenance of positions.

- **Personnel Management** – Maintenance of employee records, particularly those pertaining to employee assignments, education, skills, licenses, and training. Capability of tracking multiple, concurrent jobs for an individual employee and apply appropriate job-specific rules; recording of employee evaluations, incidents, grievances, and licenses and certifications.

- **Time & Attendance** – Reporting and tracking of employee time and leave.

- **Employee Self Service** – A separate portal that is linked to IRIS HRM, ESS allows all employees to view and update their information. Some employees will also be able to so submit their timesheets through ESS.

- **Payroll Management** – Provides payroll calculations, including pay, leave, deductions, and reimbursable expenditures and also computes gross pay and deductions, and adjusts net pay accordingly.

- **Payroll Accounting Management** – Transforms the details of a completed payroll to accounting documents for transmittal to IRIS Financial (FIN).

Currently, the IRIS HRM project team is conducting a variety of tests to ensure the system works as expected. This month, the team welcomed an additional group of department testers to assist with Integrated System Testing, which involves running through a variety of scenarios involving HR and payroll processes. The team is also conducting parallel testing to verify the payroll processing in IRIS HRM matches the payroll processing of AKPAY. In preparation for User Acceptance Testing (UAT), all testers will attend IRIS HRM training in July. In August, UAT participants from each department will have an opportunity to:

- Test and confirm the configuration and data entered into IRIS HRM

- Test business processes that will be used by their department

- Verify their department's security and workflow set up

Starting in July, the IRIS HRM team will also begin training identified department staff to be IRIS HRM Trainers in preparation for end user training, which begins in late September and will run through implementation. End user training is intended for anyone who currently uses AKPAY and will be working in IRIS HRM to perform their day to day job duties. Registration for IRIS HRM courses will open August 1st. More information regarding course registration will be posted on the IRIS HRM website (http://doa.alaska.gov/dof/iris/project.html) in mid-July. To receive important updates regarding IRIS HRM and IRIS FIN (including outage notifications, issue resolutions and posting of the IRIS newsletter), please join the IRIS Information mailing list available at http://list.state.ak.us/soalists/IRIS.Information/jl.htm.

For more information about IRIS HRM, please visit the IRIS HRM website (http://doa.alaska.gov/dof/iris/project.html) and our list of FAQs (http://doa.alaska.gov/dof/iris/faq.html).