

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.

Employee Fax Number Updates

By IRIS HRM

Effective March 20, 2018, there was a change to the source for individual fax numbers displayed in the Employee Advanced Search whitepages, also known as the SOA Directory Server Gateway (DSGW). (<https://ancldap.state.ak.us/dsgw/bin/csearch?context=dsgw>)

A change occurred in December that tied fax number to employee work location in IRIS HRM which resulted in the loss of the ability to key individual overrides to fax numbers in the DSGW. This change proved problematic for those agencies who had individual fax number overrides that they needed displayed in the DSGW. A subsequent change occurred effective March 20 to declare the SOA LDAP directory (DSGW) the system-of-record for publication of employee fax numbers. Payroll staff will no longer be able to key fax number in IRIS HRM, the fields have been masked on the ADDR and MYADDR documents, and any data in the fax number fields in IRIS HRM will be purged programmatically.

With this change, fax numbers will no longer be updated via the daily Automated Updates from HRM. Values previously interfaced from IRIS HRM were preserved in LDAP when this

change occurred, but will be purged if the employee's record is transferred to another department in LDAP. Fax number is an optional field in LDAP, so if the display of fax number is necessary for an employee in the DSGW, employees may enter this information themselves or request that their departmental directory administrators update the information in LDAP. As a side note, the "Mobile Phone" and "Pager" fields may also be updated by employees or Directory Administrators using the DSGW, which is not a change but has not generally been advertised or widely known. Any mobile numbers entered using the DSGW will propagate and become visible via Outlook.

Steps to update fax, mobile, or pager numbers in the DSGW are as follows:

1. Go to Employee Directory (<http://alaska.gov/whitepages/>) and click on Advanced Search (<https://ancldap.state.ak.us/dsgw/bin/csearch?context=dsgw>)
2. Search for your own employee information
3. Once on the page with all your information click the "Edit Person" button, this will take you to login to the directory.

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- a. Enter your LDAP User ID and SOA password
4. Click Continue to go back to your employee information in edit mode.
5. Type in the Fax, Mobile, or Pager number to update them
6. Click the “Save Changes” button
7. The Work Location (Contact Code) Updates Form, PARF form (PDF and Excel versions), and Address Authorization/Change Form have all been updated to remove fax number. An update is also being drafted and will be published shortly for the ESS Reference Guide with instructions for employees for how to make updates to fax number.

If you have any questions, please contact the IRIS Help Desk.

Updated Forms and Guides

Work Location (Contact Code) Updates - http://doa.alaska.gov/dof/forms/resource/IRIS-HRM_LOCA.xlsx

PARF PDF - <http://doa.alaska.gov/dop/fileadmin/Payroll/pdf/PARF.pdf>

PARF Excel - <http://doa.alaska.gov/dop/fileadmin/Payroll/PARF.xlsx>

Address Authorization / Change - <http://doa.alaska.gov/dop/fileadmin/Payroll/pdf/AddressAuthorization.pdf>

ESS Reference Guide - https://intranet.soa.alaska.gov/admin/dof/iris/ESS_Reference_Guide.pdf

Viewing Timesheet Adjustments in Employee Self Service

By Payroll

It is now possible for employees to view their Timesheet Adjustments (TADJ) in Employee Self Service (ESS) (<https://iris-ess.alaska.gov>). Timesheet Adjustments in IRIS HRM are used for timesheet corrections, on call regular timesheets, and interfaced timesheets.

To view a Timesheet Adjustment (MYTADJ) please follow the below steps:

1. Login to Employee Self Service
2. Go to My Info
3. Go to My Time and Attendance
4. Go to My Timesheet Roster
5. Scroll to the bottom of the page to find Timesheet Adjustments
6. Click on the Document ID for the Timesheet Adjustment you wish to view

Timesheet Adjustments are sorted by the date they were processed, so employees will need to look at the dates

listed in the MYTADJ to see which pay period the adjustment was processed for.

When the MYTADJ is used for an interfaced timesheet or on call regular timesheet the processed date will be within the pay period. Timesheet corrections can sometimes take months or longer to get caught and therefore do not get processed until they are found. This means that the processed date will not be within the pay period that is being affected. Therefore, it is important to verify the dates on the MYTADJ to confirm the pay period that the document is for.

With this information available in ESS DOPLR Payroll Services Teams will be looking at no longer providing paper timesheets when corrections occur. More information regarding the elimination of paper timesheet corrections will be provided once the new processes have been finalized.

Transitioning Back to TrainAlaska

The decision has been made that the LearnAlaska learning management system will be decommissioned effective June 30, 2018. This decision was reached due to the software dependencies that exist between IRIS and LearnAlaska, that tie the upgrade cycles together. After some research and testing it has been determined that the most feasible option at this time is to transition back to TrainAlaska for DOPLR and DOF Training. The plan is

to get all training history currently in LearnAlaska migrated to TrainAlaska for student transcripts.

Classroom training schedules and registration will be offered in TrainAlaska starting in July 2018. We are currently analyzing how to best provide the online courses that had been offered in LearnAlaska. We will provide more information on the transition closer to the date.