

HR Update

State of Alaska
Division of Personnel and
Labor Relations

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HR ... Solutions for Success.

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IN THIS ISSUE

- ASSET Project - HR and Payroll Subject Matter Experts (SMEs)
- Donated Leave
- Update from ALDER
- Classification Study Update

Lewis, Payroll Supervisor for the Division of Personnel/Labor Relations (DOPLR) Resources Service Center, and Kim Garrett, Human Resource Specialist for DOPLR. The project is also fortunate to receive assistance from SMEs from DOPLR Service Centers and Human Resources (HR) offices in the Office of the Governor, Alaska Court System, and the Legislature.

The project SME team conducted an extensive 16-month, multi-phased discovery and analysis to ensure all time and attendance business rules and processes will be configured in the system and handled by new business processes.

In the early spring of 2009, each HR office and DOPLR Service Center completed a questionnaire for each agency on:

- The types of time and attendance business processes conducted by the agency
- The demographics of agency employees
- The forms used for these processes
- Custom systems agencies use in these business processes

In July 2009, ASSET project SMEs began working with TimeLink, the ASSET system development contractor, to capture the rules and processes for all collective bargaining units as well as the noncovered employees. AKPAY programmers compiled a file of annual pay data usage by all employees to identify the types of pay codes used and the employees by bargaining unit (BU) paid under these

pay codes. The SMEs analyzed data and reviewed labor contracts, Alaska Statutes, Personnel and Leave Rules, Alaska Administrative Code, and Personnel Memoranda to identify the authorities for each pay code.

In the fall of 2009, ASSET project SMEs collaborated with SMEs from HR offices and the DOPLR Service Centers in extensive Discovery sessions to document and ensure a collective understanding of each rule.

The SMEs also analyzed Letters of Agreement (LOAs) for impacts on business rules. A major effort for Discovery and Design phases was clear documentation of the State's business rules.

Once the business rules were constructed into "if, then" statements (about 750 processing rules and 250 warning or error conditions), the SMEs developed approximately 60 business process narratives that will ensure the State's time and attendance business rules and new and revised processes have been identified and will work within the new ASSET as well as interfacing systems and AKPAY. While the process was tedious, it identified what the team will need to test, who must be trained, and how to improve processes before the system is deployed statewide to all State agencies.

Throughout the Discover and Design phases, the SMEs met with the Payroll Accuracy and Accountability

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 franklin.hurt@alaska.gov.

ASSET Project – HR and Payroll Subject Matter Experts (SMEs)

By ASSET Team

The ASSET Project (Alaska Statewide System for Employee Time) is on track and the team is working hard to bring State of Alaska employees in the three branches of government a quality payroll time collection system. The project is fortunate to have three subject matter experts (SMEs) with over 50 years combined experience in the fields of payroll and human resources: Sheryll Cox, Payroll Specialist for the Division of Finance, Payroll Section; Deanna

Team (PACT) to share project status, convey information, and receive much appreciated feedback. There was on-going communication between the ASSET SME team and HR offices and DOPLR Service Centers when clarification was needed on a particular rule or complex timesheet. Complex timesheets were collected for use in testing during the Deliver Phase.

The next step is to use process narratives and business rules to develop test scenarios and test cases. During this period, SMEs from the HR offices and Service Centers will be enlisted to validate business rules by bargaining unit. This is no small task with over 1000 lines identified for rules and exception message configuration. This is indicative of the meticulous work of the ASSET SMEs.

Shortly after the validation process by agency SMEs, the system will be delivered and a rigorous testing phase begins. We look forward to the continued participation of the State's HR/Payroll SMEs in the business rule validation and User Acceptance Testing (UAT) processes as well as their assistance preparing agencies for implementation through statewide training.

Donated Leave

By General Agencies Service Center

Donated leave is leave donated from one State of Alaska employee to another for use when an employee is absent from work due to medical reasons. It may not be used for personal leave reasons such as vacation or personal use days. Donated leave is to be used for medical purposes only and is used to keep an employee in pay status in the event that all personal or sick/annual and banked medical leave is exhausted. Below are general guidelines and information regarding donating and using this type of leave. For additional information refer to the Alaska Administrative Manual AAM 280.260-280 and applicable bargaining unit contracts or your agencies' HR Service Center.

Making a Leave Donation

Each employee wishing to donate personal or annual leave should submit a leave slip showing the amount of leave he or she wishes to donate. When filling out the leave slip, ensure all sections are complete with the name, bargaining unit, department and employee ID number of the donor. Clearly write the name of the person the leave is being donated to in the "LV DONATED TO" section. Include

the employee ID number. The leave slip must be signed by the donor, but does not require supervisory approval or signature. Donations of leave may be donated in increments of four or more hours and must be rounded to the nearest one-half hour; some bargaining units allow minimum donations of two (2) hours. Donated leave is available for use in the pay period in which it is received by the Division of Finance. When donating leave keep in mind that donated leave will not be returned once it has been processed, it cannot be transferred to another person, nor does it reduce an employee's yearly mandatory leave usage requirement.

- Leave donations for Supervisory (SU), Confidential (KK), Labor, Trades & Crafts (LTC), Exempt, and Partially Exempt employees should be submitted to the Payroll Supervisor of the recipients HR Service Center for processing.
- Leave donations for members of the General Government Unit (GGU), Alaska Vocational Technical Center Teacher's Association (AVTEC), Teachers' Education Association of Mt. Edgecumbe (TEAME), Alaska Correctional Officers Association (ACOA), and Public Safety



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Employee's Association (PSEA) bargaining units should be directed to the recipient's union office.



Using Donated Leave

When using donated leave, the recipient must mark the leave slip SICK/PERS. Keep in mind that supervisors may, under some circumstances, request a doctor's certificate supporting that an employee is out for a medical reason. If requested, a doctor's certificate must be submitted before banked donated leave may be used.

Questions about Donated Leave

The Employee Call Center or your HR Service Center can provide you with your current leave balances and assist with any additional questions that you may have. You may contact the Employee Call Center at 465-3009 or EmployeeCallCenter@alaska.gov. Alaska Marine Highway Vessel employees have different procedures regarding donated leave and should contact their Human Resource Service Center for guidance at 465-8845.

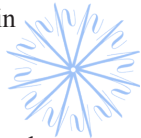
Update from ALDER

By Connie Preecs



The ALDER (Alaska Data Enterprise Reporting) team has been hard at work rolling out the human resources/payroll data reporting. With User Acceptance Testing and Field Test complete, training has begun for staff of the Divisions of Personnel and Labor Relations and Finance (DOPLR/DOF). Work has also progressed on recruitment reporting. User Acceptance Testing has been completed and Field Testing is expected to begin early next year.

The ALDER team is preparing for a significant upgrade to the reporting tool and interface. This upgrade is planned to be in production in March and should bring many improvements to ALDER. Watch the announcements on ALDER's home page for dates of this upgrade. Once the planned upgrade of hardware



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and software are completed and tested, training on payroll data for non-DOPLR/DOF staff will begin.

DID YOU KNOW?



- ALDER is available from 7 AM to 8 PM daily
- Only scheduled reports can be emailed from ALDER
- Shortcut links to scheduled or forwarded ALDER reports require valid rights to access the report instance. If a user receives a shortcut to a scheduled instance but the sender selected "Cleanup Instance After Scheduling" then no instance is available for the recipient to view. These situations result in a shortcut appearing in the recipient Inbox as an un-clickable link.



Classification Class Study Update

Active Studies:

- Juvenile Justice Officer I-III

- Juvenile Justice Superintendent I-II
- Administrator, Violent Crimes Compensation Board
- GIS/Cartographer I-IV
- Insurance Analyst I-III
- Fishery, Habitat, & Wildlife Biologist I-IV
- Equal Employment Opportunity Officer
- AK Military Youth (AMYA) Instructor

Recently Completed Studies:

- Regulatory Commission of Alaska job classes, effective 08/16/10
- Eligibility Technician and Workforce Development Specialist, effective 07/01/10
- Laboratory Quality Systems Manager, effective 06/16/10

