



# HR UPDATE

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### CLASS STUDY UPDATE:

- For the latest Class Study information go to <http://doa.alaska.gov/dop/classification/classStudies/>

### 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](mailto:holly.cox@alaska.gov).

## New Leave Provisions

### By Payroll Services

Effective December 16, 2013, new leave provisions including maximum accumulation limits and mandatory leave requirements became effective for state employees in the General Government Unit (GGU), Supervisory Unit (SU), Confidential Employees Association (CEA) and for non-covered employees (exempt, partially exempt and excluded employees). This article briefly summarizes these new provisions.

The maximum accumulation of leave is 1000 hours for GGU, SU and non-covered employees. For CEA employees the maximum accumulation is 825 hours. Employees with leave balances equal to or less than 400 hours on December 16, 2013 are subject to the maximum accumulation of leave. Employees with leave balances of more than 400 hours on December 16, 2013 are exempt from the maximum accumulation limit until their leave balance is equal to or less than 400 hours on December 16th of any subsequent calendar year. For leave balances, employees can access their paystub for pay period ending December 15, 2013 through Employee Documents Online (<http://fin.admin.state.ak.us/empldocs/index.jsp>) or by calling the Employee Call Center at 465-3009.

Employees who are subject to the maximum accumulation limit are required to use 10 days of leave each leave year. Those employees exempt from the maximum accumulation limit are required to use 15 days of leave each leave year. Division Directors have been provided with a list of employees whose leave balances are greater than 400 hours. Division Directors or their designee will notify employees who are exempt from the maximum accumulation limit of the requirement to use 15 days of mandatory leave. Mandatory leave must be used within the current leave year (between December 16, 2013 and December 15, 2014). Leave cash-ins can only reduce the mandatory leave requirement by 37.5 hours.

**For additional information** on mandatory leave, maximum accumulation of leave and other new leave provisions please visit the New Leave Provisions webpage at <http://doa.alaska.gov/dop/payroll/leaveProvisions/>.

## 2013 W-2 Information

The 2013 W-2s will be sent to the mailroom for distribution to State of Alaska employees on Tuesday, January 21, 2014. Requests for duplicate 2013 W-2 forms will be processed beginning February 3. Please allow the post office time to deliver misrouted or forwarded W-2s.

Requests for 2013 W-2 reprints should be directed to the Employee Call Center by email at [employeeccallcenter@alaska.gov](mailto:employeeccallcenter@alaska.gov), by phone at 465-3009, or by fax at 465-6624. Every effort will be made to process duplicate 2013 W-2 requests within one business day between February 3 and April 15, 2014.

Employees of the Office of the Governor, Legislative Branch, and the Alaska Court System should direct requests to their Human Resource Office; all other employees should contact the Employee Call Center.

**For information** about the W-2 and how it relates to fields on an employee's pay stub, go to the document "How to Read Your Payroll Stub and Yearly W-2 Earnings Statement" at:

<http://doa.alaska.gov/dof/payroll/resource/prstubref.pdf>

## New Employee Orientation and Forms Updates

There have been several recent changes to the New Employee Orientation pages at:

<http://doa.alaska.gov/dop/employeeOrientation/>

and the HR Forms pages at:

<http://doa.alaska.gov/dop/resources/hrforms/>

New employees should be using the online version of the orientation to ensure they are receiving the most up-to-date information and forms.

In addition, a new LTC Health Trust Notification form has been added to the orientation and human resource forms pages. The LTC Health Trust has requested LTC employees be provided this form upon hire, separation, seasonal leave without pay, and any other status change that might affect an LTC employee's health insurance benefits. Please ensure your staff is aware that this form has been added to the human resource forms lists and to the new employee orientation web pages.

## FY 2013 Workforce Profile

The State of Alaska Workforce Profile for Fiscal Year 2013 is now available on the Division of Personnel & Labor Relations homepage at:

[http://doa.alaska.gov/dop/fileadmin/DOP\\_Home/pdf/dopannualreport.pdf](http://doa.alaska.gov/dop/fileadmin/DOP_Home/pdf/dopannualreport.pdf)

The Workforce Profile is specific to Executive Branch employees, and contains counts of these employees by department, region, location, gender, age, bargaining unit, and

other categories. Copies of the current and prior year profiles, and other publications, are found on the Division's publications, reports, and newsletters page at:

<http://doa.alaska.gov/dop/resources/publications/>

Please contact Kim Garrett of the Employee Planning and Information Center if you have questions about these publications.

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