



# HR UPDATE

*HR... Solutions for Success*

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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).

## IRIS HRM Overview

By Iris Project

The Human Resource Management portion of the IRIS project, known as IRIS HRM, will replace the statewide payroll system (AKPAY) and implement an automated statewide human resource and payroll system that integrates with IRIS Financial/Procurement. IRIS HRM will:

- Provide utilities to make timely changes that affect payroll, such as effective dating, and mass change processing.
- Increase employee access and communication through an Employee Self-Service (ESS) portal which allows employees to access their own records and request certain changes online.
- Reduce redundant data entry through automatic population of fields and templates used for common actions.
- Provide consolidated employee information and reporting functions to support timely decision making.
- Reduce paper-based processes and provide immediate access to detailed employment and workplace information.
- Follow similar timekeeping processes as today, where designated timekeepers will gather, review, enter, and adjust timesheets.



Integrated Resource Information System

## IRIS Timeline

By IRIS Project

The implementation date for the IRIS Human Resource Management (IRIS HRM) project has been extended to November 2016 to allow adequate time to determine solutions to pending designs, properly test those designs, and to develop training materials. The extension also provides agencies more time to become familiar with IRIS Financial/Procurement modules, and to incorporate business process changes associated with the new system.

Each module of IRIS has been implemented using a five phase approach; illustrated below. IRIS Financial/Procurement is currently in the Stabilization & Optimization phase, while IRIS HRM is in the Build phase, drawing on the experience and lessons learned from the previous module implementations.

### Stay Informed! - Subscribe to IRIS Insight

Each month, the IRIS project distributes an e-newsletter, IRIS Insight, full of IRIS HRM features, updates, activities, and timelines. If you would like to be up-to-date on IRIS HRM happenings, subscribe to the e-newsletter (<http://list.state.ak.us/soalists/IRIS.Information/jl.htm>). Current and past editions can be found on the IRIS Project News & Information webpage ([http://doa.alaska.gov/dof/iris/pj\\_news.html](http://doa.alaska.gov/dof/iris/pj_news.html)).



## Report of Injury Training Coming Soon!

By Erin Kelly

Every day thousands of Alaskans work hard to fulfill the mission of the State, their agency, and their Division. Unfortunately, sometimes injuries occur while fulfilling those duties. When this occurs it's important to ensure the safety of our employees, guarantee they get adequate care when necessary, and if need be have appropriate coverage and compensation. Do you know what to do if you or one of your employees gets injured on the job?

In an effort to educate and protect

our employees the State is seeking to implement a mandatory annual training for employees through LearnAlaska to ensure staff understand their responsibilities when reporting injuries both as employees and as managers. This will also help ensure the State is meeting its federal reporting requirements for OSHA.

We are excited for this new training and the opportunity to ensure safety at all of our work locations. The work done every

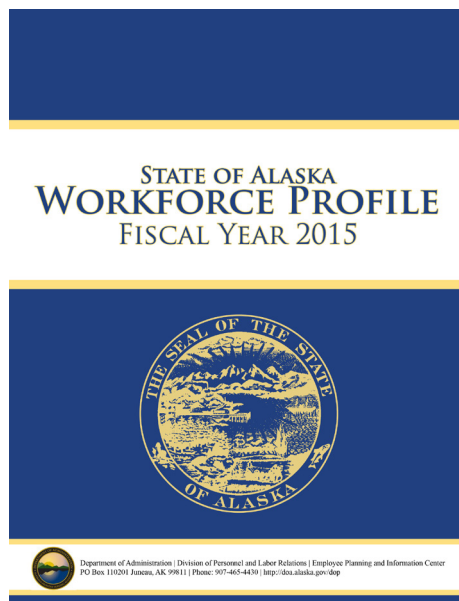
day to improve living conditions and economic opportunities for all Alaskans is valued and we want to ensure we are doing the same for one of our most valuable resources, our employees. Until implementation, please continue to use your resources available at the Department of Administration, Division of Risk Management website (<http://doa.alaska.gov/drm/>) or contact your Department HR for more information regarding what to do when an injury occurs in your State of Alaska workplace.

## FY 2015 Workforce Profile

By EPIC

The State of Alaska Workforce Profile for Fiscal Year 2015 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. New this year is a grouping of retirement projections by job class family rather than specific job class, and years of service data for those employees who have been hired into the Tier 4 retirement plan. 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.

## New Year, New Workplace Alaska Enhancements

Coming in January 2016 the State will be updating the look and feel of Workplace Alaska. Not only will the web page esthetics be improved but you will notice a more intuitive and mobile-friendly user experience. These changes will follow Section 508 technical standards as the State continues to make the website more accessible to those individuals with disabilities.

We are looking forward to the upcoming changes and hope you will too! If you have more questions regarding these changes please don't hesitate to contact the Workplace Alaska Hotline at:

(800)587-0430 (Statewide toll-free number)  
or  
(907)465-4095 (Juneau and out-of-state callers)

## Photo: Silly Hat Halloween



Division of Personnel and Labor Relations Staff in Anchorage have fun on Halloween with some silly hats.