



# 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).

## Vehicle Use / Driver's License Requirement Documented Inside Position Description

### By Classification

Documenting the use of vehicles or possessing a valid driver's license in a position description (PD) is only required when it is **mandatory and essential** in the performance of the employee's duties. Here are key elements to consider when determining whether driving a vehicle or requiring a license is mandatory:

**Is it an essential duty?** You must determine and substantiate that having a driver's license or driving is essential to performance of the incumbent's position. If you can't justify it then do not include it in the PD.

Here are ten questions to ask to help determine if vehicle use or a valid driver's license is needed:

1. Is this a new requirement? Or is it new to the PD? If so, what has changed?
2. Can the work be performed without the use of a vehicle by the employee?
3. Was the work accomplished in the past without a vehicle or license? If yes, what changed?
4. Why can't it be performed without

the use of a vehicle?

5. Have alternative options been discussed or considered?
6. Is part of the reason this position is in existence to perform this driving function?
7. What would be the impact if the incumbent could not drive? Could the impact be managed on a short-term basis only, not at all, or permanently?
8. How often will the employee actually be required to drive? If it's only once or twice per year, evaluate if there are alternatives and consider whether driving is actually a marginal, non-essential function of the position. An option does exist to insert "valid Alaska driver's license is preferred, but not essential." This would identify the license as present, but is **not essential**. Consult with your department human resource lead to determine when to use this option.
9. Does the employee in the position need to drive or is there some other way available to get the

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work accomplished such as video conferencing, telecommunication, etc...?

10. Are you requiring the employee to drive their personal vehicle or a State vehicle? If it's a personal vehicle, do you have specific department approval to reimburse the employee?

#### Important Notes:

- Documenting that an employee needs a driver's license because you want them to drive a rental when traveling is **not** considered mandatory and essential on its own; perhaps they can take a taxi or bus or carpool or walk if the hotel or airport has proximity to the work location. An employee that is required to drive a State vehicle to field sites for transporting equipment or other personnel is considered mandatory and

essential.

- State and federal anti-discrimination disability laws do **not** require an employer to remove essential functions of the job. When documenting that a position incumbent needs a driver's license or the ability to drive, you are stating that the requirement is essential and that in order to be qualified for the job, the employee must be able to perform the duty with or without a reasonable accommodation.

If you determine that the position requires a driver's license or driving, ensure the duties in Section 2 support this conclusion as well as the "Other Work Details" in Section 3 and "Work Demands" in Section 4. For example:

- Section 2.2: include "incumbent is required to drive to perform field inspections in local and remote locations" or "Drive daily to the

post office for mail pick-up and drop-off, and to pick up supplies."

- Section 3.2.: lists "use of State vehicle on a weekly basis."
- Section 3.8.: Lists "Valid Alaska driver's license."
- Section 4.1.: The physical requirements of Driving cars, light duty trucks is selected as Frequent meaning use of a vehicle is essential and performed over 33% of the time.

If you're in doubt on whether you should include a driver's license or use of a vehicle essential or even preferred in a PD, please do not hesitate to contact your Department Human Resource Consultant. Classification Services will evaluate and determine if a driver's license or vehicle use requirement is essential and justified based upon information received from the PD and the department.

## Onboarding Employees and IRIS HRM

### By Recruitment Services

When the State hires new employees it's important for hiring managers to provide a positive onboarding experience. Not only does this start the employee and supervisory relationship in a positive manner but it helps promote our reputation of being an employer of choice and one that cares about their employees.

With the implementation of the new system there have been issues with ensuring new staff have the correct access to email or drives. This can be frustrating for not only hiring managers that have work that needs to be completed but also for employees who want to hit the ground running

and are excited to show off their skills in a new position. In order to reduce this frustration here are some things you can do prior to your new employee's first day in getting them set up as well as helping to create a positive experience:

- You must provide your agency HR staff with the start date of the new employee. This step is **critical** in getting them the correct access that they need. This is an easy step you can do to ensure that occurs.
- Review your training plan or create one, if you haven't already, to ensure it is appropriate for the new employee based on their skills and possible knowledge gaps.

Review the hiring "Guide to New Employee Orientation" document on the hiring manager resources page (<http://doa.alaska.gov/dop/workplace/hiringManagerResources/>).

- Ensure you have all the correct HR forms that will need to be completed by the new employee.
- Make sure you have spoken with others to let them know you will be bringing the new employee around the office to meet everyone.
- Make sure their workspace is clean.

## IRIS HRM to LDAP Process

With the implementation of the new State Payroll system (IRIS HRM) there has been confusion around how the employee directory record (LDAP) gets established and updated. Hopefully the following information can help users understand the basics for how the process works.

Every night a report gets sent from IRIS HRM to LDAP with a list of all “active” State Employees. This includes pre hires (both new hires and rehired employees), employees on leave, and active employees. Then the LDAP process compares the list of Employees sent from IRIS HRM to the list of employees in LDAP to determine the action that needs to be taken.

1. The Employee exists in IRIS HRM, but not in LDAP so a new LDAP record needs to be set up with a new User ID and potentially Email Address.
2. The Employee exists in IRIS HRM and LDAP, so make sure that the information matches and update LDAP to match IRIS HRM.
3. The Employee does not exist in IRIS HRM, but does exist in LDAP so the LDAP record should be disabled.
4. The Employee does exist in IRIS HRM and LDAP, but updates to

LDAP from IRIS HRM have been suspended. This would mean that even if there are differences between IRIS HRM and LDAP no updates would occur to the LDAP record.

In the last scenario where updates have been temporarily suspended the reason behind the suspension could be through an automatic (name change being sent to LDAP) or manual (the Department Enterprise Directory Password Administrator (DEDPA) temporarily suspending updates) process.

Either way it means that updates will not be committed to LDAP until an action is taken by the DEDPA or the time runs out on the suspension. What action needs to be taken depends on why the account got suspended in the first place. If you are not sure who your DEDPA is please go to <http://doa.alaska.gov/ets/dedpa.html>.

If the DEDPA never takes action on the LDAP record the temporary suspension is limited to about a month and at the end of that time the LDAP record will again update based on information sent from IRIS HRM.

For more information about how to make updates to LDAP please review the information at <http://doa.alaska.gov/ets/serviceDesk/recordsUpdate.html>.

### Name Change in LDAP New Process

The two main reasons that someone might need their name changed in LDAP:

1. Legal name change that needs to be reflected in the white pages, email, and user ID
2. Published name is different than legal name. For example, legal name is Mary Grace Smith, but you want to be listed in white pages, email, etc, as Grace Smith.

Currently in both of these situations you would contact Payroll Services to get the change reflected in IRIS HRM, which then communicates that information to LDAP, which stops updates until the DEDPA can take action to update the USER ID and Email Address in LDAP.

Starting in April LDAP will be the source for the Published Name. This means that to update your published name you will need to contact your DEDPA directly, who will be able to change your published name, email address, and user ID. Payroll Services will still need to be contacted for any Legal Name changes.

## NeoGov Update - Coming Soon

The Online Hiring Center (OHC) is getting a makeover! This will primarily be aesthetic but below is a list of some of the upcoming changes:

- Modern and intuitive design
- Assigned tasks on the user dashboard
- Automated approval routing workflows
- Customized hiring workflow
- Online interview panel ratings, including ‘star’ ratings

As implementation approaches more information will be provided through updated guidance under the hiring manager resources on Workplace AK. If you have more questions don’t hesitate to contact your agency HR staff.