

Department of Administration Shared Services of Alaska (SSoA) & Payroll Decentralization

Senate Finance Subcommittee

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Purpose of the Change

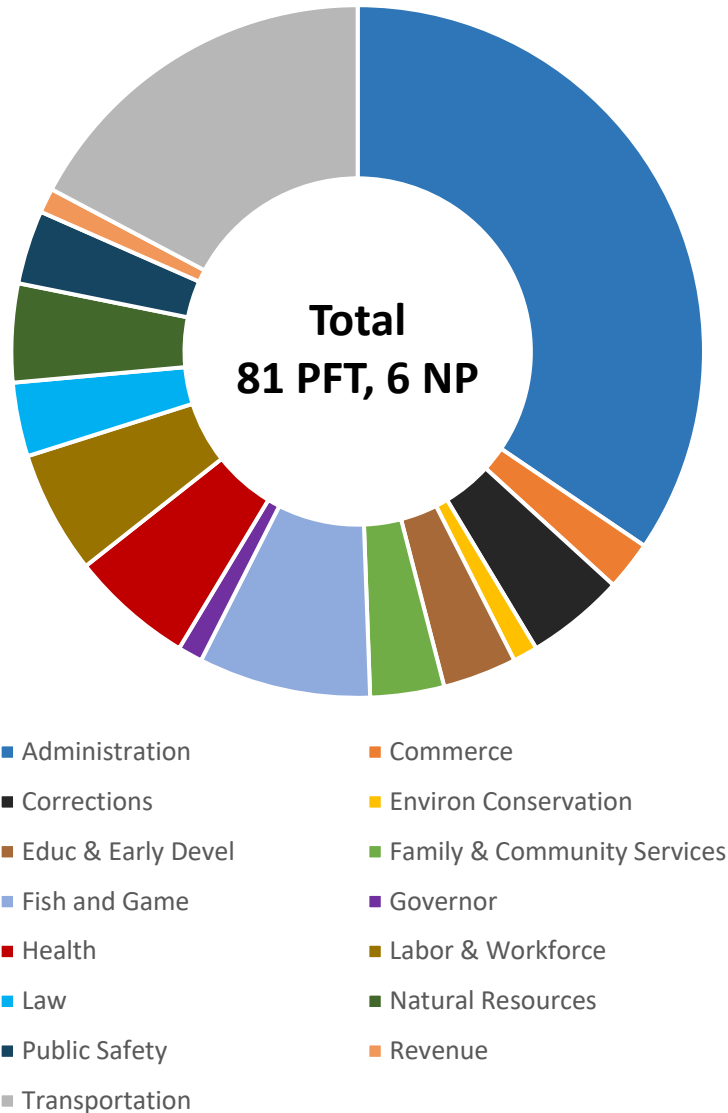
A strategic realignment of payroll and shared services functions is being implemented to better support departmental missions and improve service delivery.

- Respond to feedback from departments that travel and accounts payable processing would be more efficient when managed directly within agencies
- Reduce duplicate data entry and administrative steps by allowing departments to complete transactions within existing financial systems
- Improve timeliness of travel reimbursements and accounts payable processing by placing work closer to the departments generating the transactions
- Maintain statewide consistency and oversight by retaining audit and policy support functions within the Division of Finance
- Clarify roles and accountability by allowing departments to manage their own transactions while the Department of Administration focuses on guidance, tools, and statewide standards

Impact on Employees

- There will be no changes to filled employee job classes or salary ranges prior to the transfer. This does not limit future opportunities
- Positions will be realigned to new reporting structures within the department they support
- Duty stations of filled positions will not be moved. Vacant positions may be filled in a different duty location
- Employees' supervisors and office locations may change

SSoA Position Transfers



Department	PFT	PPT	NP	Total	Filled	Vacant
Administration	24	-	6	30	24	6
Commerce	2	-	-	2	2	-
Corrections	4	-	-	4	4	-
Environmental Conservation	1	-	-	1	1	-
Education & Early Development	3	-	-	3	3	-
Family & Community Services	3	-	-	3	2	1
Fish and Game	7	-	-	7	7	-
Governor	1	-	-	1	1	-
Health	5	-	-	5	5	-
Labor & Workforce	5	-	-	5	5	-
Law	3	-	-	3	3	-
Military and Veterans' Affairs	-	-	-	-	-	-
Natural Resources	4	-	-	4	4	-
Public Safety	3	-	-	3	2	1
Revenue	1	-	-	1	1	-
Transportation	15	-	-	15	12	3
Total	81	-	6	87	76	11

PFT = Permanent Full-Time; PPT = Permanent Part-Time; NP = Non-permanent

SSoA Position Transfers by Job Class

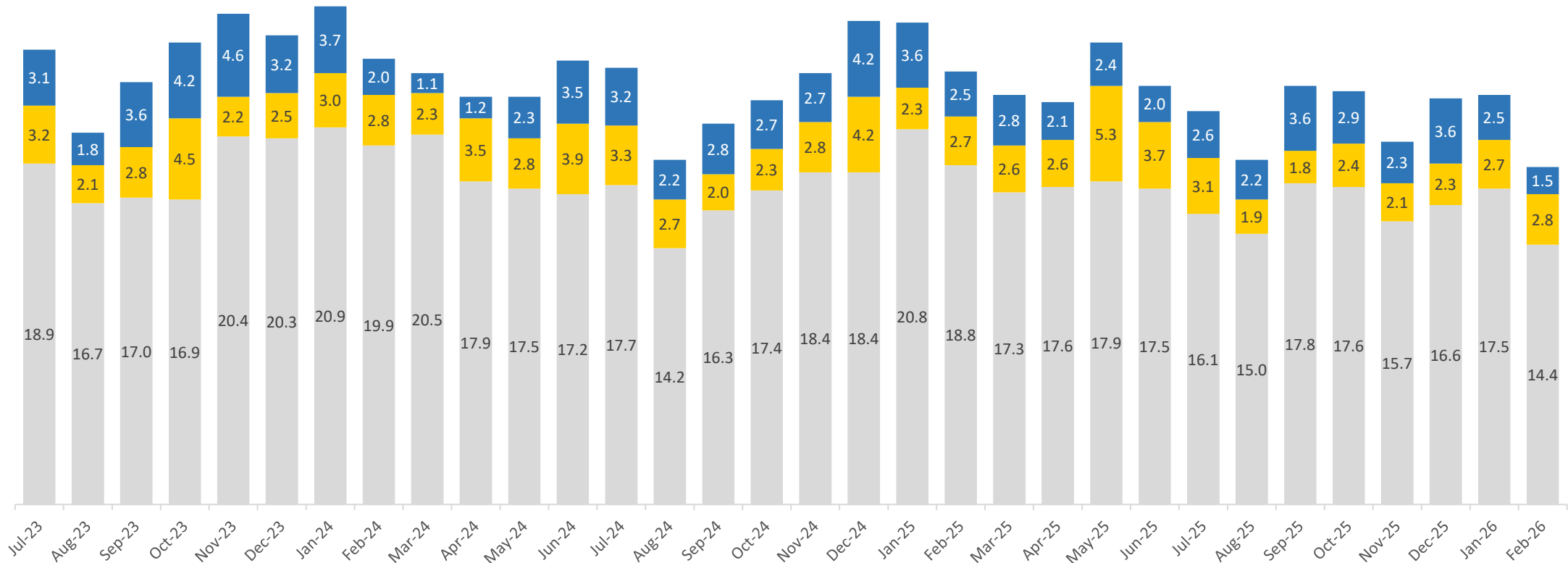
Department	Accountant 3	Accountant 4	Accountant 5	Accounting Clerk	Accounting Tech 1	Accounting Tech 2	Accounting Tech 3	Analyst/ Programmer 5	Bus An/IA 2	Bus Sv Pj Mgr 2	Data Processing Manager 2	Division Operations Manager	Loan/Collection Manager	Loan/Collection Officer 1	Loan/Collection Officer 3	Program Coordinator 2	Grand Total
Administration	1	2	1	2	11	4	2		1	1	1	1		1	1	1	30
Commerce					1		1										2
Corrections		1				2	1										4
Education & Early Development					1	1		1									3
Environmental Conservation							1										1
Family & Community Services				1	1	1											3
Fish and Game				3	3	1											7
Governor					1												1
Health				1	2	2											5
Labor & Workforce					3	1	1										5
Law		1			1								1				3
Natural Resources					1	1	2										4
Public Safety			1			2											3
Revenue				1													1
Transportation				3	4	5	2	1									15
Grand Total	1	4	2	11	29	20	10	2	1	1	1	1	1	1	1	1	87

Bus An/IA = Business Analytics & Intelligence Analyst; Bus Sv Pj Mgr = Business Services Project Manager

Statewide Invoice Processing Times (Business Days)

July 2023 through February 2026

■ Dept Submittal to SSoA (Invoice Date to Submittal Date)
 ■ Returned to Dept to Correct
 ■ SSoA Processing Time

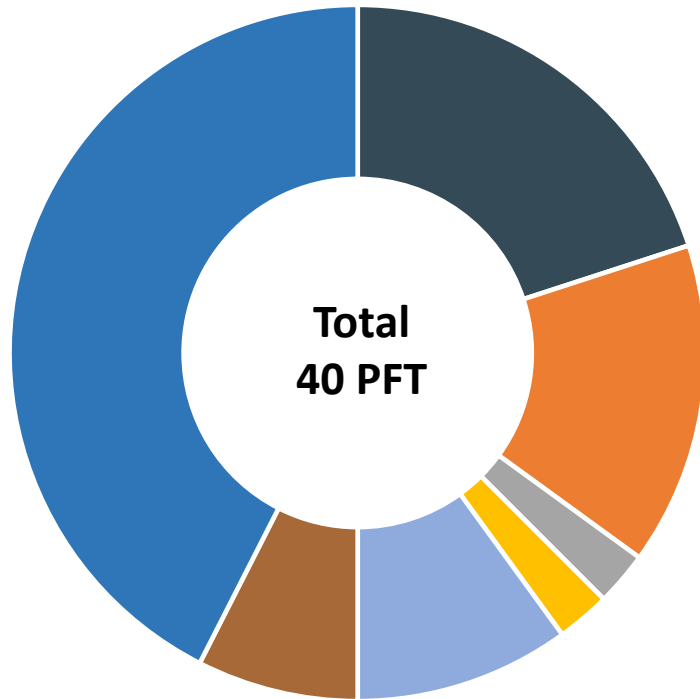


Department-level processing time of invoices prior to submission to the SSoA portal is currently indeterminate.

Payroll Decentralization

- Payroll currently has a 38% vacancy rate, with 25 of 65 positions vacant. Work continues through available staff, prioritized processing, and limited automation; no changes to outside payroll contracts are associated with this transition
- Returning payroll positions to departments is expected to improve coordination between payroll, HR, and management, which may help reduce avoidable errors and improve response times
- Departments with small payroll teams will need to establish internal review processes, including cross-trained staff or supervisory review of payroll transactions
- The Division of Finance will provide statewide training, shared guidance, and centralized oversight to support consistent application of union contracts and Letters of Agreement
- Since 2023, 2,349 Notices of Pay Problems (NOPPs) have been resolved and approximately 330 remain open; some issues will continue due to complex union rules. Standardized tools, including a potential statewide time and attendance system, are being evaluated to support long-term consistency

Payroll Position Transfers



- Corrections
- Fish and Game
- Law
- Military and Veterans' Affairs
- Natural Resources
- Public Safety
- Transportation

Department	PFT	PPT	NP	Total	Filled	Vacant
Corrections	8	-	-	8	5	3
Fish and Game	6	-	-	6	4	2
Law	1	-	-	1	1	-
Military and Veterans' Affairs	1	-	-	1	-	1
Natural Resources	4	-	-	4	4	-
Public Safety	3	-	-	3	2	1
Transportation	17	-	-	17	11	6
Total	40	-	-	40	27	13

PFT = Permanent Full-Time; PPT = Permanent Part-Time; NP = Non-permanent

Payroll Position Transfers by Job Class

Department	Analyst/ Programmer 2	Human Resource Consultant 5	Human Resource Technician 1	Human Resource Technician 2	Human Resource Technician 3	Office Assistant 2	Payroll Services Supervisor	Payroll Svcs Asst Manager	Training Specialist 1	Grand Total
Fish and Game				4	2					6
Military and Veterans' Affairs				1						1
Natural Resources				2	1				1	4
Corrections			1	4		1	1	1		8
Transportation	1	1	1	7	2	4	1			17
Public Safety				2			1			3
Law			1							1
Grand Total	1	1	3	20	5	5	3	1	1	40

Payroll Resources/Recruitment for Decentralization

- The Division of Finance (DOF) is developing universal payroll training and guidance for departments, including documented procedures and training materials covering personnel actions, timekeeping and payroll processing, year-end activities, and responses to payroll inquiries and Notices of Pay Problems
- Current payroll staff and the training team are documenting processes to support knowledge transfer and ensure departments have consistent reference materials
- Recruitments will be conducted by individual departments rather than through pooled recruitments to allow agencies to hire candidates who best fit their operational needs
- Each department will draft and route its own recruitment to the Division of Personnel for publication, with postings noting the planned transfer of payroll functions effective July 1, 2026
- Hiring panels will be managed by the receiving departments, with support from the Division of Personnel, maintaining clear separation from DOF and avoiding any concerns about involvement in another agency's hiring decisions

Payroll Timesheet Counts

Department	Average Timesheet Count
Corrections	1,902
Fish and Game	1,055
Law	541
Military and Veterans' Affairs	276
Natural Resources	1,032
Public Safety	903
Department of Transportation and Public Facilities	2,377
Total Timesheet Count Going to Departments	8,087

Department	Average Timesheet Count
Administration	1,101
Commerce, Community, and Economic Development	484
Education and Early Development	278
Environmental Conservation	534
Family and Community Services	1,729
Health	1,413
Labor and Workforce Development	597
Revenue	459
Total Timesheet Count Staying Within the Division of Finance	6,595

Average is based in calendar year 2025 data.

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