

# **Department of Administration**

## Shared Services of Alaska (SSoA) & Payroll Position Transfers

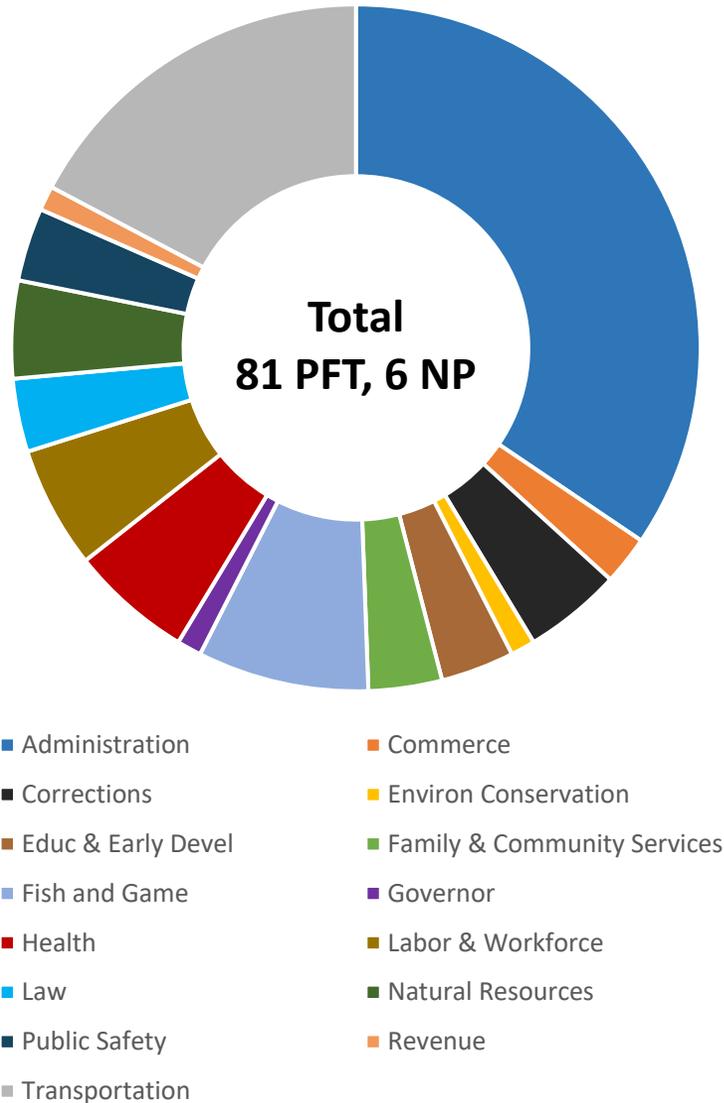
### **House Finance Subcommittee**

Stefanie Bingham, Administrative Services Director

February 5, 2026



# 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
<b>Total</b>	<b>81</b>	<b>-</b>	<b>6</b>	<b>87</b>	<b>76</b>	<b>11</b>

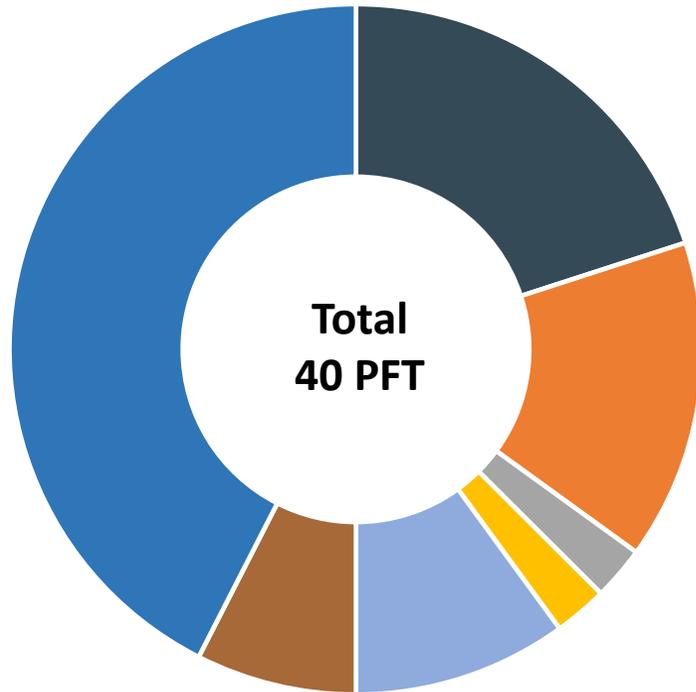
PFT = Permanent Full-Time; PPT = Permanent Part-Time; NP = Non-permanent

# 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
<b>Grand Total</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>11</b>	<b>29</b>	<b>20</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>87</b>

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

# 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
<b>Total</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>40</b>	<b>27</b>	<b>13</b>

*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
<b>Grand Total</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>40</b>

# Purpose of the Change

We are implementing a strategic realignment of payroll and shared services functions to better support departmental missions and improve service delivery.

- **Payroll Services** will be decentralized for Law, Military and Veterans' Affairs, Natural Resources, Fish & Game, Public Safety, Corrections, and Transportation & Public Facilities. Remaining departments' payroll services will remain in the Division of Finance (DOF)
- Most of **Shared Services of Alaska** will be transferred to departments to assume responsibility for all accounts payable functions, travel and expense reconciliation, and reimbursement processing
  - Departments received back the positions they originally transferred to support Shared Services of Alaska implementation
- Remaining Department of Administration Shared Services functions will be realigned under DOF and the Division of Administrative Services

# Impact on Employees

- There will be no changes to 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 could be filled in a different duty location.
- Employees' supervisors and office locations may change

# Payroll Decentralization

- Payroll has a 38% vacancy rate with 25 of 65 positions vacant; work continues through available staff, prioritized processing, and limited automation, with no changes to outside payroll contracts as a result of decentralization
- Departments with one or two payroll staff will need to assess their internal processes and assign cross-trained staff or supervisors to provide a second review of payroll stubs
- DOF will provide statewide training, shared guidance materials, and centralized oversight to ensure payroll staff apply union contracts and Letters of Agreement consistently across departments
- 2,349 Notices of Pay Problems (NOPPs) have been resolved since 2023 and about 330 are currently open

# Payroll Decentralization

- Returning payroll positions to departments is expected to improve coordination and response time by aligning payroll processing with personnel actions, though timelines will still depend on workload
- Some NOPPs will continue due to complex union rules, but placing payroll closer to departmental Human Resources and management is expected to improve communication and reduce avoidable errors
- Standardizing payroll through software remains under consideration, including evaluation of a statewide time and attendance system to improve consistency and reduce errors over time

# Contact Information

**Stefanie Bingham, Administrative Services Director**

**[stefanie.bingham@alaska.gov](mailto:stefanie.bingham@alaska.gov)**

**(907)465-5655**

