

Alaska State Legislature

Legislative Affairs Agency

Personnel Office

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MEMORANDUM

TO: Jessica Geary, Executive Director

FROM: Skiff Lobaugh, Human Resources Manager

DATE: February 3, 2022

SUBJECT: FY23 Budget Increment Request

The Personnel Office requests a new position to sustain current workload demands and support the implementation of the IRIS-HRM system upgrade, scheduled for February 15.

The workload has increased significantly in the past five years, primarily due to Executive Branch decisions, specifically moving to bi-weekly payroll and implementation and subsequent upgrades to the State payroll system (IRIS-HRM), both of which have substantially increased the time it takes to process each individual action.

When the State transitioned to a new payroll system (IRIS-HRM) in 2017, the individual required payroll actions for the Legislature increased by 29,317 annually. Less than two years later, the State switched to a bi-weekly salary schedule, adding another 3,069 actions and two additional payroll cycles. On February 15, the State will upgrade to IRIS-Advanced, which will again increase actions, this time by 3,825, for a total annual increase of 39,928 payroll actions since the transition.

These increases, as well as adjusting to the upgrade take significant time and effort to ensure payroll is processed timely and accurately, which not only strains staff resources, but it also means Personnel is unable to accomplish other important tasks, such as maintaining employee records, recruitment, on-going training, research requests, assistance with retirement and benefits issues, and other human resources matters.

In 2021, staff worked 540 hours of overtime (avg of 135 hrs/person) in addition to 1,250 hours worked by temporary staff to help process less critical work permanent staff simply don't have time to do. Perhaps more importantly, due to critical and inflexible deadlines, staff have been unable to take time off for illness or a death in the family, especially since bi-weekly payroll shortened the time staff could be out of the office. The ability to work remotely is the only way staff has successfully managed the workload, but it comes at the cost of work-life balance for staff who are never able to fully leave work at the end of the day.

Without an additional position, staff will continue to experience burnout and have a difficult time taking accrued compensatory time and mandatory leave. They also will be unable to address the backlog of work, and may have trouble processing payroll timely.

One FTE Personnel Assistant (R15) is 93.5.

Thank you for your consideration.