

State of Alaska FY2018 Governor's Operating Budget

Department of Administration Accounting Component Budget Summary

Component: Accounting

Contribution to Department's Mission

To provide back office support of common administrative transactions to allow state departments to use budget and staff to focus on their core mission and responsibilities.

Major Component Accomplishments in 2016

This is a new component in FY2018 therefore there are no major accomplishments for FY2016.

Key Component Challenges

A key challenge for the Shared Services Office (SSOA) is standing up a brand new effort that did not previously exist. Positions are being transferred from all other departments requiring logistical set up of work spaces, computers, and other equipment. Service level agreements, key performance indicators, and rates for services are being established with each department for the services to be performed by the SSOA.

Significant Changes in Results to be Delivered in FY2018

Processes are being redesigned to take full advantage of the new Integrated Resource Information System (IRIS) that has been deployed by the state. Major initiatives planned and underway by the SSOA include Travel and Expense, Accounts Payable, Procurement, Facilities Management, and Collection of Delinquent Accounts Receivable.

Statutory and Regulatory Authority

No statutes and regulations.

Contact Information

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Accounting Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2017 Management Plan	FY2018 Governor		
Full-time	0	80	Annual Salaries	3,873,789
Part-time	0	1	Premium Pay	11,328
Nonpermanent	0	0	Annual Benefits	2,713,785
			<i>Less 1.02% Vacancy Factor</i>	(67,102)
			Lump Sum Premium Pay	0
Totals	0	81	Total Personal Services	6,531,800

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant III	1	0	0	0	1
Accounting Clerk	4	1	11	0	16
Accounting Tech I	4	0	14	0	18
Accounting Tech II	4	0	7	0	11
Accounting Tech III	1	1	7	0	9
Accounting Technician I	0	0	2	0	2
Accounting Technician IV	0	0	1	0	1
Admin Asst III	1	0	0	0	1
Administrative Assistant I	0	0	1	0	1
Administrative Assistant II	3	0	3	0	6
Administrative Officer I	0	0	1	0	1
Fiscal Technician III	0	0	1	0	1
Human Resource Technician I	0	0	1	0	1
Office Assistant II	5	0	5	0	10
Office Assistant IV	1	0	0	0	1
Totals	24	2	55	0	81

Component Detail All Funds
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	0.0	0.0	0.0	0.0	6,531.8	6,531.8	100.0%
72000 Travel	0.0	0.0	0.0	0.0	3.0	3.0	100.0%
73000 Services	0.0	0.0	0.0	0.0	415.7	415.7	100.0%
74000 Commodities	0.0	0.0	0.0	0.0	15.0	15.0	100.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	0.0	0.0	0.0	0.0	6,965.5	6,965.5	100.0%
Fund Sources:							
1005GF/Prgm (DGF)	0.0	0.0	0.0	0.0	751.4	751.4	100.0%
1007I/A Rcpts (Other)	0.0	0.0	0.0	0.0	6,214.1	6,214.1	100.0%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	751.4	751.4	100.0%
Other Funds	0.0	0.0	0.0	0.0	6,214.1	6,214.1	100.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	0	0	0	0	80	80	100.0%
Permanent Part Time	0	0	0	0	1	1	100.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

***** Changes From FY2017 Management Plan To FY2018 Governor *****

Shared Services of Alaska Implementation

1007 I/A Rcpts	Inc	5,259.6	5,175.9	3.0	65.7	15.0	0.0	0.0	0.0	0	0	0
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Increase interagency receipt authority needed in order to fund the accounts payable and travel and expense positions transferred from various agencies. The Shared Services of Alaska organization will bill the appropriate department for the cost of the positions transferred to the Department of Administration.

Transfer Staff and Authority from within the Department of Administration for Shared Services of Alaska Implementation

1005 GF/Prgm	Trin	750.0	1,324.6	0.0	350.0	0.0	0.0	0.0	0.0	12	1	0
1007 I/A Rcpts		924.6										

The Department of Administration is transferring an initial wave of positions and authority to the Shared Services of Alaska organization for accounts payable, and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times.

The following PCNs and authority are transferred to the Shared Services organization:

Administrative Services - Includes \$750.0 general fund program receipt authority and \$300.0 interagency authority
 Full-time Accounting Technician I (02-3203), range 12, located in Juneau
 Full-time Accounting Technician II (02-6306), range 14, located in Juneau

Personnel
 Full-time Accounting Clerk (02-2020), range 10, located in Juneau

Labor Relations
 Part-time Human Resource Technician I (02-1126), range 12, located in Juneau

Purchasing - Includes \$150.0 interagency authority
 Full-time Administrative Officer I (02-5108), range 17, located in Juneau
 Full-time Administrative Assistant II (02-5138), range 14, located in Juneau

Print Services - Includes \$152.0 interagency authority

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
Lease Administration - Includes \$322.6 interagency authority												
Full-time Accounting Technician III (02-5132), range 16, located in Juneau												
Full-time Accounting Technician II (02-5159), range 14, located in Juneau												
Facilities Administration												
Full-time Accounting Clerk (02-5068), range 10, located in Juneau												
Full-time Accounting Technician I (02-5146), range 12, located in Juneau												
Full-time Accounting Technician III (02-5155), range 16, located in Juneau												
Full-time Accounting Technician I (02-5177), range 12, located in Juneau												
Enterprise Technology Services												
Full-time Accounting Technician III (02-6305), range 16, located in Juneau												

Transfer from Department of Commerce, Community and Economic Development for Shared Services of Alaska Implementation

Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2	0	0
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The Department of Commerce, Community and Economic Development is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

Full-time Accounting Technician I (08-0467), range 12, located in Juneau
 Full-time Accounting Technician III (08-1112), range 16, located in Juneau

Transfer from Department of Corrections for Shared Services of Alaska Implementation

Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4	0	0
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The Department of Corrections is transferring an initial wave of positions to the Shared Services of Alaska organization for travel and accounts payable activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
<p>The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.</p> <p>Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.</p> <p>The following PCNs are transferred to the Shared Services organization:</p> <p>Full-time Accounting Technician II (20-1054), range 14, located in Juneau Full-time Accounting Technician I (20-1077), range 12, located in Juneau Full-time Accounting Clerk (20-1079), range 10, located in Juneau Full-time Accounting Technician III (20-7008), range 16, located in Juneau</p>												
Transfer from Department of Education and Early Development for Shared Services of Alaska Implementation												
	Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4	0	0

The Department of Education and Early Development is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable, and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

Full-time Accounting Technician I (05-0506), range 12, located in Juneau
 Full-time Office Assistant II (05-1689), range 10, located in Anchorage
 Full-time Administrative Assistant II (05-3020), range 14, located in Juneau
 Full-time Accounting Technician II (05-7008), range 14, located in Juneau

Transfer from Department of Environmental Conservation for Shared Services of Alaska Implementation												
	Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2	0	0

The Department of Environmental Conservation is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable and

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
travel activities.												
The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.												
The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.												
Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.												
The following PCNs are transferred to the Shared Services organization:												
Full-time Accounting Technician II (18-7252), range 14, located in Anchorage												
Full-time Accounting Technician II (18-7636), range 14, located in Juneau												
Transfer from Department of Fish and Game for Shared Services of Alaska Implementation												
Atrin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2	0	0
The Department of Fish and Game is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities.												
The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.												
The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.												
Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.												
The following PCNs are transferred to the Shared Services organization:												
Full-time Accounting Clerk (11-0213), range 10, located in Juneau												
Full-time Accounting Technician II (11-0219), range 14, located in Juneau												
Transfer from the Office of the Governor for Shared Services of Alaska Implementation												
Atrin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2	0	0
The Office of the Governor is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP

activities.
 The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

Full-time Fiscal Technician III (01-127X), range 16, located in Juneau
 Full-time Accounting Technician I (01-133X), range 12, located in Juneau

Transfer from Department of Health and Social Services for Shared Services of Alaska Implementation

Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3	0	0
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The Department of Health and Social Services is transferring an initial wave of positions to the Shared Services of Alaska organization for accounting activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

Full-time Accounting Technician I (06-0105), range 12, located in Juneau
 Full-time Accounting Technician II (06-3868), range 14, located in Anchorage
 Full-time Administrative Assistant I (06-4002), range 12, located in Juneau

Transfer from Department of Labor and Workforce Development for Shared Services of Alaska Implementation

Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5	0	0
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The Department of Labor and Workforce Development is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
payable and travel and expense activities.												
The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.												
The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.												
Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.												
The following PCNs are transferred to the Shared Services organization:												
Full-time Accounting Clerk (07-1202), range 10, located in Juneau												
Full-time Accounting Technician III (07-1211), range 16, located in Juneau												
Full-time Accounting Technician I (07-1223), range 12, located in Juneau												
Full-time Accounting Technician I (08-0475), range 12, located in Juneau												
Full-time Accounting Clerk (21-2034), range 10, located in Juneau												
Transfer from Department of Law for Shared Services of Alaska Implementation												
	Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3	0	0

The Department of Law is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payables and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

- Full-time Accounting Technician I (03-0058), range 12, located in Juneau
- Full-time Accounting Clerk (03-0144), range 10, located in Juneau
- Full-time Accountant II (03-0370), range 16, located in Juneau

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Transfer from Department of Natural Resources for Shared Services of Alaska Implementation												
	Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3	0	0

The Department of Natural Resources is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

- Full-time Accounting Technician III (10-0204), range 16, located in Juneau
- Full-time Accounting Technician I (10-0211), range 12, located in Juneau
- Full-time Accounting Technician I (10-0247), range 12, located in Juneau

Transfer from Department of Public Safety for Shared Services of Alaska Implementation												
	Atrin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3	0	0

The Department of Public Safety is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

- Full-Time Accounting Technician I (12-1492), range 12, located in Anchorage
- Full-Time Accounting Technician I (12-2038), range 12, located in Anchorage
- Full-Time Accounting Technician I (12-4405), range 12, located in Juneau

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	

Transfer from Department of Revenue for Shared Services of Alaska Implementation

Atrin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
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The Department of Revenue is transferring a position to the Shared Services of Alaska organization for travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

This position is not currently needed for travel or accounting tasks in the department and will not be providing support directly to the department of Revenue at this time.

Budget authority for the position is retained by the department.

The following PCN is transferred to the Shared Services organization:

Full-time Administrative Assistant II (04-0515), range 14, located in Juneau

Transfer from Department of Transportation and Public Facilities for Shared Services of Alaska Implementation

Atrin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34	0	0
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The Department of Transportation & Public Facilities is transferring an initial wave of positions to the Shared Services of Alaska organization for accounts payable, and travel and expense activities.

The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.

The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times. It is anticipated that an initial ten percent savings can be realized in FY2018 for these activities, with increased savings in future fiscal years.

Budget authority is retained by the department to fund a reimbursable services agreement with Shared Services of Alaska for the cost of services provided.

The following PCNs are transferred to the Shared Services organization:

Full-time, Office Assistant II (08-5058), range 10, located in Anchorage

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Full-time, Administrative Assistant II (08-5065), range 14, located in Anchorage												
Full-time, Office Assistant II (12-6001), range 10, located in Juneau												
Full-time, Administrative Assistant II (25-0038), range 14, located in Anchorage												
Full-time, Accounting Technician II (25-0085), range 14, located in Anchorage												
Full-time, Administrative Assistant III (25-0242), range 15, located in Anchorage												
Full-time, Accounting Clerk (25-0268), range 10, located in Anchorage												
Full-time, Accounting Technician I (25-0276), range 12, located in Anchorage												
Full-time, Accounting Clerk (25-0277), range 10, located in Anchorage												
Full-time, Accounting Clerk (25-0279), range 10, located in Anchorage												
Full-time, Accounting Technician I (25-0281), range 12, located in Anchorage												
Full-time, Accounting Technician III (25-0282), range 16, located in Anchorage												
Full-time, Office Assistant II (25-0385), range 10, located in Juneau												
Full-time, Office Assistant II (25-0388), range 10, located in Anchorage												
Full-time, Office Assistant II (25-0444), range 10, located in Anchorage												
Full-time, Office Assistant IV (25-0497), range 12, located in Anchorage												
Full-time, Office Assistant II (25-0761), range 10, located in Anchorage												
Full-time, Accounting Technician II (25-1031), range 14, located in Anchorage												
Full-time, Administrative Assistant II (25-1169), range 14, located in Anchorage												
Full-time, Accounting Clerk (25-1219), range 10, located in Anchorage												
Full-time, Accounting Technician III (25-1244), range 16, located in Fairbanks												
Full-time, Accounting Clerk (25-1353), range 10, located in Fairbanks												
Full-time, Accounting Clerk (25-2260), range 10, located in Juneau												
Full-time, Accounting Technician I (25-2261), range 12, located in Juneau												
Full-time, Office Assistant II (25-2302), range 10, located in Juneau												
Full-time, Office Assistant II (25-2327), range 10, located in Juneau												
Full-time, Accounting Technician I (25-2328), range 12, located in Juneau												
Full-time, Office Assistant II (25-2345), range 10, located in Juneau												
Full-time, Accounting Clerk (25-2519), range 10, located in Juneau												
Full-time, Accountant III, (25-2963), range 18, located in Anchorage												
Full-time, Accounting Technician IV (25-3091), range 18, located in Juneau												
Full-time, Accounting Clerk (25-3104), range 10, located in Juneau												
Full-time, Accounting Clerk (25-3111), range 10, located in Juneau												
Full-time, Accounting Technician II (25-3343), range 14, located in Juneau												

Supervisory Unit 15 Hour Furlough Contract Terms

SalAdj	-1.0	-1.0	-1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts	-1.0												

Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to June 30, 2018.

FY2018 Alaska Care & PSEA Health Insurance Increase

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
	SalAdj	32.3	32.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		1.4										
1007 I/A Rcpts		30.9										
Alaska Care rate increase from \$1346 to \$1555 per month for CEA members. \$2.6												
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$22.3												
Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$7.4												
Totals		6,965.5	6,531.8	3.0	415.7	15.0	0.0	0.0	0.0	80	1	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2018 Governor (13956)
Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
01-127X	Fiscal Technician III	FT	A	XE	Juneau	N05	16F	12.0		65,364	0	0	41,278	106,642	0
01-133X	Accounting Technician I	FT	A	XE	Juneau	N05	12A	12.0		42,120	0	0	33,250	75,370	0
02-1126	Human Resource Technician I	PT	1	KK	Juneau	205	12A / B	5.8		20,857	0	0	11,758	32,615	0
02-2020	Accounting Clerk	FT	1	KK	Juneau	205	10A / B	9.6		30,563	0	0	25,633	56,196	0
02-3203	Accounting Tech I	FT	1	GP	Juneau	205	12D / E	12.0		44,659	0	0	32,239	76,898	0
02-5068	Accounting Clerk	FT	A	GP	Juneau	205	10G / J	12.0		43,004	0	0	31,667	74,671	0
02-5108	Administrative Officer I	FT	A	SS	Juneau	205	17C / D	12.0		63,954	0	0	40,935	104,889	0
02-5132	Accounting Tech III	FT	1	GG	Juneau	205	16B / C	12.0		55,521	0	3,544	37,215	96,280	0
02-5138	Administrative Assistant II	FT	1	GP	Juneau	205	14F / G	12.0		54,434	0	1,042	35,975	91,451	0
02-5146	Accounting Tech I	FT	A	GP	Juneau	205	12J / K	12.0		50,895	0	1,832	35,026	87,753	0
02-5155	Accounting Tech III	FT	A	GP	Juneau	205	16J / K	12.0		69,246	0	0	40,731	109,977	0
02-5159	Accounting Tech II	FT	1	GP	Juneau	205	14A / B	12.0		46,794	0	0	32,976	79,770	0
02-5177	Accounting Tech I	FT	1	GP	Juneau	205	12G / J	12.0		49,320	0	0	33,849	83,169	0
02-6305	Accounting Tech III	FT	A	SS	Juneau	205	16A	12.0		54,576	0	2,099	38,421	95,096	0
02-6306	Accounting Tech II	FT	1	GP	Juneau	205	14D / E	12.0		51,203	0	0	34,499	85,702	0
03-0058	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		42,854	0	0	31,616	74,470	0
03-0144	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		37,900	0	0	29,904	67,804	0
03-0370	Accountant II	FT	A	GP	Juneau	205	16C / D	12.0		56,569	0	0	36,353	92,922	0
04-5015	Administrative Assistant II	FT	A	GP	Juneau	205	14G / J	12.0		58,296	0	0	36,949	95,245	0
05-0506	Accounting Technician I	FT	A	XE	Juneau	P05	12C / D	12.0		45,929	0	0	34,566	80,495	0
05-1689	Office Assistant II	FT	A	GP	Anchorage	200	10C / D	12.0		36,474	0	0	29,412	65,886	0
05-3020	Administrative Assistant II	FT	A	GP	Juneau	99	14N / O	12.0		69,115	0	0	40,686	109,801	0
05-7008	Accounting Tech II	FT	A	GP	Juneau	205	14J	12.0		58,296	0	0	36,949	95,245	0
06-0105	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		43,835	0	0	31,954	75,789	0
06-3868	Accounting Tech II	FT	A	GP	Anchorage	200	14C / D	12.0		47,904	0	0	33,360	81,264	0
06-4002	Administrative Assistant I	FT	A	GP	Juneau	99	12J	12.0		50,688	0	0	34,321	85,009	0
07-1202	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,194	0	0	29,661	66,855	0
07-1211	Accounting Tech III	FT	A	GP	Juneau	205	16B / C	12.0		55,304	0	0	35,916	91,220	0
07-1223	Accounting Tech I	FT	A	GP	Juneau	205	12K	12.0		52,344	0	0	34,893	87,237	0
08-0467	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		43,944	0	0	31,992	75,936	0
08-0475	Accounting Tech I	FT	A	GP	Juneau	205	12E / F	12.0		45,633	0	0	32,575	78,208	0
08-1112	Accounting Tech III	FT	A	SS	Juneau	605	16D / E	12.0		60,520	0	0	39,749	100,269	0
08-5058	Office Assistant II	FT	A	GP	Anchorage	200	10A / B	12.0		33,912	0	0	28,527	62,439	0
08-5065	Administrative Assistant II	FT	A	GP	Anchorage	200	14M / N	12.0		63,135	0	0	38,621	101,756	0
10-0204	Accounting Tech III	FT	A	SS	Juneau	205	16F / J	12.0		65,507	0	0	41,472	106,979	0
10-0211	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		42,854	0	0	31,616	74,470	0
10-0247	Accounting Tech I	FT	A	GP	Juneau	205	12F / G	12.0		47,316	0	0	33,157	80,473	0
11-0213	Accounting Clerk	FT	A	GP	Juneau	205	10A	12.0		35,520	0	0	29,082	64,602	0

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2018 Governor (13956)
Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
11-0219	Accounting Tech II	FT	A	GP	Juneau	205	14A	12.0		45,504	0	0	32,531	78,035	0
12-1492	Accounting Tech I	FT	A	GP	Anchorage	100	12G / J	12.0		48,579	0	0	33,593	82,172	0
12-2038	Accounting Tech I	FT	A	GP	Anchorage	100	12G / J	12.0		48,579	0	0	33,593	82,172	0
12-4405	Accounting Tech I	FT	A	GP	Juneau	105	12F / G	12.0		48,414	0	0	33,536	81,950	0
12-6001	Office Assistant II	FT	A	GP	Juneau	205	10A / B	12.0		36,576	0	0	29,447	66,023	0
18-7252	Accounting Tech II	FT	A	GP	Anchorage	200	14J	12.0		55,524	0	0	35,992	91,516	0
18-7636	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		47,118	0	0	33,088	80,206	0
20-1054	Accounting Tech II	FT	A	GP	Juneau	205	14D / E	12.0		51,505	0	0	34,604	86,109	0
20-1077	Accounting Tech I	FT	A	GP	Juneau	205	12A / B	12.0		40,644	0	0	30,852	71,496	0
20-1079	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,452	0	0	29,750	67,202	0
20-7008	Accounting Tech III	FT	A	GP	Juneau	205	16M	12.0		73,920	0	0	42,346	116,266	0
21-2034	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,761	0	0	29,856	67,617	0
25-0038	Administrative Assistant II	FT	A	GP	Anchorage	200	14E / F	12.0		51,249	0	0	34,515	85,764	0
25-0085	Accounting Tech II	FT	A	GP	Anchorage	200	14C / D	12.0		47,184	0	0	33,111	80,295	0
25-0242	Admin Asst III	FT	A	GP	Anchorage	200	15K	12.0		61,620	0	0	38,097	99,717	0
25-0268	Accounting Clerk	FT	A	GP	Anchorage	200	10J / K	12.0		42,518	0	0	31,500	74,018	0
25-0276	Accounting Tech I	FT	A	GP	Anchorage	200	12D / E	12.0		42,225	0	0	31,398	73,623	0
25-0277	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		35,620	0	0	29,117	64,737	0
25-0279	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		35,424	0	0	29,049	64,473	0
25-0281	Accounting Tech I	FT	A	GP	Anchorage	200	12K / L	12.0		51,333	0	0	34,544	85,877	0
25-0282	Accounting Tech III	FT	A	SS	Anchorage	200	16D / E	12.0		58,203	0	0	38,949	97,152	0
25-0385	Office Assistant II	FT	A	GP	Juneau	205	10D / E	12.0		39,402	0	0	30,423	69,825	0
25-0388	Office Assistant II	FT	A	GP	Anchorage	200	10C / D	12.0		36,390	0	1,108	29,766	67,264	0
25-0444	Office Assistant II	FT	A	GP	Anchorage	200	10A	12.0		33,828	0	0	28,498	62,326	0
25-0497	Office Assistant IV	FT	A	SS	Anchorage	600	12F	12.0		46,356	0	0	34,857	81,213	0
25-0761	Office Assistant II	FT	A	GP	Anchorage	200	10J	12.0		42,288	0	0	31,420	73,708	0
25-1031	Accounting Tech II	FT	A	GP	Anchorage	200	14B / B	12.0		44,808	0	0	32,290	77,098	0
25-1169	Administrative Assistant II	FT	A	GP	Anchorage	200	14G / J	12.0		53,850	0	0	35,414	89,264	0
25-1219	Accounting Clerk	FT	A	GP	Anchorage	200	10F / G	12.0		39,893	0	0	30,593	70,486	0
25-1244	Accounting Tech III	FT	A	SS	Fairbanks	203	16C / D	12.0		58,320	0	0	38,989	97,309	0
25-1353	Accounting Clerk	FT	A	GP	Fairbanks	203	10B / C	12.0		36,739	0	0	29,503	66,242	0
25-2260	Accounting Clerk	FT	A	GP	Juneau	205	10E / F	12.0		40,083	0	0	30,658	70,741	0
25-2261	Accounting Tech I	FT	A	GP	Juneau	205	12E / F	12.0		46,536	0	0	32,887	79,423	0
25-2302	Office Assistant II	FT	A	GP	Juneau	205	10D / E	12.0		38,965	0	0	30,272	69,237	0
25-2327	Office Assistant II	FT	A	GP	Juneau	205	10L / M	12.0		47,660	0	910	33,590	82,160	0
25-2328	Accounting Tech I	FT	A	GP	Juneau	205	12K / L	12.0		53,261	0	0	35,210	88,471	0
25-2345	Office Assistant II	FT	A	GP	Juneau	205	10F / G	12.0		42,521	0	793	31,774	75,088	0
25-2519	Accounting Clerk	FT	A	GP	Juneau	205	10F / G	12.0		42,521	0	0	31,501	74,022	0

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2018 Governor (13956)
Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
25-2963	Accountant III	FT	A	SS	Anchorage	200	18C / D	12.0		64,325	0	0	41,064	105,389	0
25-3091	Accounting Technician IV	FT	A	SS	Juneau	205	18C / D	12.0		69,306	0	0	42,784	112,090	0
25-3104	Accounting Clerk	FT	A	GP	Juneau	205	10A / B	12.0		36,576	0	0	29,447	66,023	0
25-3111	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		36,988	0	0	29,589	66,577	0
25-3343	Accounting Tech II	FT	A	GP	Juneau	205	14E / F	12.0		52,668	0	0	35,005	87,673	0
Total													Total Salary Costs:	3,873,789	
Positions													Total COLA:	0	
Full Time Positions:													Total Premium Pay:	11,328	
Part Time Positions:													Total Benefits:	2,713,785	
Non Permanent Positions:															
Positions in Component:													Total Pre-Vacancy:	6,598,902	
													Minus Vacancy Adjustment of 1.02%:	(67,102)	
													Total Post-Vacancy:	6,531,800	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	6,531,800	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	406,174	402,044	6.16%
1007 Interagency Receipts	6,192,728	6,129,756	93.84%
Total PCN Funding:	6,598,902	6,531,800	100.00%

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Line Item Detail (1676)
Department of Administration
Travel

Component: Accounting (3134)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		0.0	0.0	3.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000 Travel Detail Totals			0.0	0.0	3.0
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	0.0	0.0	3.0

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		0.0	0.0	415.7
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			0.0	0.0	415.7
3011	Other Services	Other services for purposes to be determined	0.0	0.0	415.7

Line Item Detail (1676)
Department of Administration
Commodities

Component: Accounting (3134)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		0.0	0.0	15.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
		4000 Commodities Detail Totals	0.0	0.0	15.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.0	0.0	15.0

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5005 GF/Prgm (1005 GF/Prgm)			0.0	0.0	751.4
5103 Program Receipts - Charges for Services		General fund program receipt authority for services to be determined	0.0	0.0	751.4
5007 I/A Rcpts (1007 I/A Rcpts)			0.0	0.0	6,214.1
5301 Inter-Agency Receipts		Interagency receipt authority for reimbursable services agreements to be determined	0.0	0.0	1,474.8
5301 Inter-Agency Receipts	Commerce - Department-wide	Reimbursable services agreement with the Department of Commerce, Community, and Economic Development for travel and accounts payable services.	0.0	0.0	156.0
5301 Inter-Agency Receipts	Correct - Department-wide	Reimbursable service agreement with Department of Corrections for travel and accounts payable.	0.0	0.0	321.3
5301 Inter-Agency Receipts	E&ED - Department-wide	Reimbursable services agreement with the Department of Education and Early Development for travel and accounting services.	0.0	0.0	314.0
5301 Inter-Agency Receipts	EnvCon - Department-wide	Reimbursable services agreement with the Department of Environmental Conservation for travel and accounts payable.	0.0	0.0	154.5
5301 Inter-Agency Receipts	FishGm - Department-wide	Reimbursable services agreement with the Department of Fish and Game for travel.	0.0	0.0	128.9
5301 Inter-Agency Receipts	Gov - Department-wide	Reimbursable services agreement with the Office of the Governor for travel and accounts payable services.	0.0	0.0	185.9
5301 Inter-Agency Receipts	H&SS - Department-wide	Reimbursable services agreement with the Department of Health and Social Services for accounting services.	0.0	0.0	219.9

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5301 Inter-Agency Receipts	Labor - Department-wide	Reimbursable services agreement with the Department of Labor and Workforce Development for travel and accounts payable services.	0.0	0.0	352.6
5301 Inter-Agency Receipts	NatRes - Department-wide	Reimbursable services agreement with the Department of Natural Resources for accounts payable.	0.0	0.0	235.8
5301 Inter-Agency Receipts	PubSaf - Department-wide	Reimbursable service agreement with Department of Public Safety for accounts payable.	0.0	0.0	225.6
5301 Inter-Agency Receipts	Trans - Department-wide	Reimbursable services agreement with the Department of Transportation & Public Facilities for accounts payable and travel and expense	0.0	0.0	2,444.8