

State of Alaska FY2018 Governor's Operating Budget

Department of Administration Finance Component Budget Summary

Component: Finance

Contribution to Department's Mission

The mission of the Division of Finance is to provide accounting, payroll, and travel services for state government.

Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

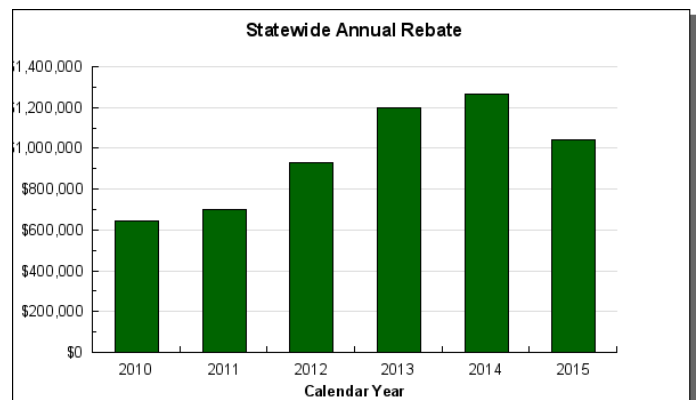
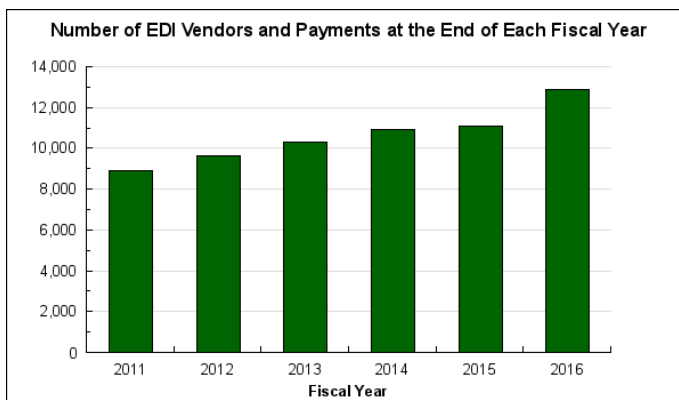
Core Services

- General ledger accounting including budgets and vendor payments for all three branches of State government.
- Electronic commerce services including electronic vendor payments and the One Card Alaska charge card payment program.
- Comprehensive Annual Financial Report and other statewide reporting responsibilities, including oversight of single audit requirements.
- User documentation and information technology to support administrative systems.

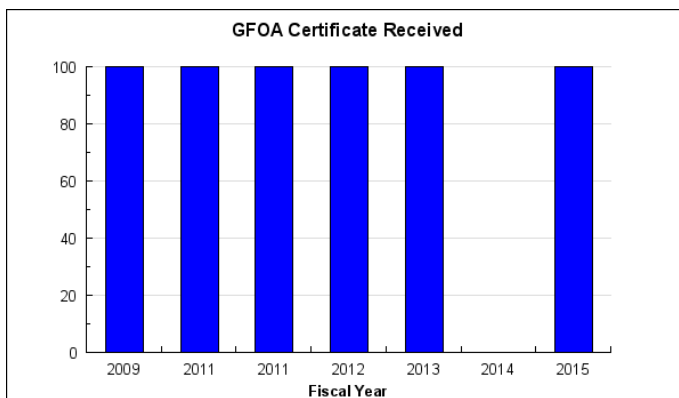
Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

1. **General ledger accounting including budgets and vendor payments for all three branches of State government.**
2. **Electronic commerce services including electronic vendor payments and the One Card Alaska charge card payment program.**



3. **Comprehensive Annual Financial Report and other statewide reporting responsibilities, including oversight of single audit requirements.**



4. User documentation and information technology to support administrative systems.

Major Component Accomplishments in 2016

- Stabilization of Integrated Resource Information System (IRIS) administrative system for procurement and financial activity.
- Prepare IRIS Human Resource Management/Payroll administrative system solution for implementation.
- Program management of One Card seeks a rebate increase of ten percent annually.
- Increase employee and vendor electronic payments, which is a more secure and less expensive payment method than warrant printing, stock control, and delivery by mail.

Key Component Challenges

Aging Technology – Replacement of the statewide payroll system and the implementation of a Human Resource Management (HRM) module is the last phase of the IRIS project; however, it will continue to be a challenge in the interim to maintain the legacy system that was built with technology prevalent in 1990.

Employee Records Review – Retention schedule for employee payroll records is fifty years that includes over 200,000 confidential payroll files for current and former employees. A multi-year project to review each file for accuracy, consolidation and organization of contents, applying a bar-coded folder label, and rebuild the index system to ensure reliable retrieval has been on-going. This is a prerequisite to a long-term goal of scanning these documents for electronic archive to improve access control, security, and efficiency in operations.

Continued Improvement of Training and Documentation - The IRIS administrative system and Alaska Data Enterprise Reporting (ALDER) data warehouse requires a continued workforce training effort. An emphasis on developing computer based training is part of a cost reduction strategy to limit the number of trainer led sessions. Regulation, accounting, collective bargaining agreements and other items continually affect policies and system data elements that are added and removed in accordance with internal controls, security requirements and compliance. Maintaining training and system documentation current is a continuous effort.

Significant Changes in Results to be Delivered in FY2018

Integrated Resource Information System (IRIS) - An Enterprise Resource Planning (ERP) administrative system, known as IRIS, will be available with integrated procurement, financial, payroll and human resource components. Information to business question and performance metrics will be available through the ALDER data warehouse to assist in guiding management decisions towards areas of potential efficiencies in operations. The final phase of this substantial and highly complex project will be implemented in FY2017:

Phase 4 – Human Resources and Payroll: Implements the human resources and payroll management components of the application, along with employee self-service.

Affordable Care Act (ACA) – A platform for employee and employer mandatory IRS reporting will be available that also provides agencies the ability to manage their workforce to a work schedule that takes ACA compliance rules into consideration.

Statutory and Regulatory Authority

AK Statute	Description
09.35.330	Attachment of salary, wages, etc. of employees (mandate)
11.56.210	Unsworn falsification on certifying officer affidavits for systems
11.56.860	Misuse of confidential information
14.40.170	Duties and powers of Board of Regents
14.40.290	Property and funds generally

14.40.400 Fund for money from sale or lease of land granted by Act of Congress
 14.43.325 Payments to the memorial scholarship revolving loan fund
 22.05.140 Judicial pay distribution restriction chief justice
 22.07.090 Judicial pay distribution restriction court of appeals judges
 22.10.190 Judicial pay distribution restriction superior court judges
 22.15.220 Judicial pay distribution restriction supreme court judges
 23.30.175 Computation for Workers' Compensation
 23.30.220 Determination of spendable weekly wage for Workers' Compensation
 23.40 Labor organizations
 34.45.320 Payment or delivery of abandoned property
 37.05.020 Adoption of regulations
 37.05.040 Legal custody of records
 37.05.130 General powers, responsible for all accounts and purchases
 37.05.140 Accounting system
 37.05.142 Accounting for program receipts
 37.05.150 Fund and accounts
 37.05.165 Petty cash accounts
 37.05.170 Restrictions on payments and obligations
 37.05.180 Limitation on payment of warrants
 37.05.190 Pre-audit of claims
 37.05.200 Pre-audit of receipts
 37.05.210 Fiscal reporting and statistics
 37.05.285 Payment for state purchases (includes interest provisions)
 37.05.500 Special funds
 37.05.510 Working reserve account
 37.05.910 Applicability to University of Alaska (uniform financial procedures)
 37.05.920 Fiscal year
 37.10.010 Disbursements
 37.10.030 Responsibility of officer or employee approving or certifying voucher
 37.10.050 Charges for state services; collection, accounting, and deposit of state money
 37.10.088 Department of Administration authorized to make advances to the University
 37.15.012 Continuing debt service appropriation
 37.15.170 State bond committee to certify annual principal, interest, and reserve requirements
 37.25.010 Unexpended balances of one-year appropriations
 37.25.020 Unexpended balances of appropriations for capital projects
 37.25.050 Methods of disbursement
 39.20 Compensation, allowances, and leave (includes travel regulations)
 39.25 State Personnel Act - availability, confidentiality, and retention of employee information
 39.27.025 Shift differential
 39.30 Insurance and supplemental employee benefits
 39.35.680 Definition of compensation for retirement system
 39.40 U.S. savings bonds
 39.45 Public Employees' deferred compensation plan
 43.05.170 Payment of warrants
 44.17.010 Delegation of functions
 44.17.030 Adoption of regulations
 44.21.020 Duties of department (2) keep general accounts, (3) approve vouchers and disburse funds for all purposes
 44.21.040 Records or accounts of claims and warrants
 44.62 Administrative procedure act
 44.77 Claims against the state
 2 AAC 45 Grant Administration

Federal Requirements

Affordable Care Act
 American Recovery and Reinvestment Act

Internal Revenue Code
Federal Funding Accountability and Transparency Act
Federal Insurance Contributions Act
Fair Labor Standards Act
Federal Unemployment Tax Act
Family and Medical Leave Act
Federal Child Support Regulations
Federal Maritime Act
Cash Management Improvement Act
Freedom of Information Act
North American Free Trade Agreement (NAFTA)
U.S. Office of Foreign Asset Control Sanctions
2 CFR, Part 225 (formerly U.S. Office of Management and Budget - Circular A-87) Cost Principles for State and Local Governments
U.S. Office of Management and Budget - Circular A-102, Grants and Cooperative Agreements with State and Local Governments
U.S. Office of Management and Budget - Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

Contact Information
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Finance Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2017 Management Plan	FY2018 Governor		
Full-time	59	45	Annual Salaries	3,606,807
Part-time	0	0	Premium Pay	17,000
Nonpermanent	2	0	Annual Benefits	2,035,546
			<i>Less 4.55% Vacancy Factor</i>	<i>(257,453)</i>
			Lump Sum Premium Pay	0
Totals	61	45	Total Personal Services	5,401,900

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	4	0	4
Accountant IV	0	0	11	0	11
Accountant V	0	0	2	0	2
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	1	0	1
Administrative Officer II	0	0	1	0	1
Analyst/Programmer IV	0	0	2	1	3
Analyst/Programmer V	0	0	2	0	2
Data Processing Mgr III	0	0	1	0	1
Database Specialist I	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resource Consultant IV	0	0	1	0	1
Human Resource Technician II	0	0	2	0	2
Payroll Manager	0	0	1	0	1
Payroll Specialist I	0	0	2	0	2
Payroll Specialist II	0	0	4	0	4
Payroll Specialist III	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Publications Spec III	0	0	1	0	1
State Accountant	0	0	1	0	1
Training Specialist II	0	0	1	0	1
Totals	0	0	44	1	45

Component Detail All Funds
Department of Administration

Component: Finance (59)
RDU: Centralized Administrative Services (13)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	7,136.7	6,667.6	6,667.6	6,667.6	5,401.9	-1,265.7	-19.0%
72000 Travel	0.1	31.0	31.0	31.0	3.0	-28.0	-90.3%
73000 Services	3,917.7	6,024.6	7,524.6	7,524.6	5,349.4	-2,175.2	-28.9%
74000 Commodities	10.8	55.5	55.5	55.5	25.0	-30.5	-55.0%
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	11,065.3	12,778.7	14,278.7	14,278.7	10,779.3	-3,499.4	-24.5%
Fund Sources:							
1004Gen Fund (UGF)	5,770.7	5,369.8	6,869.8	6,869.8	5,425.2	-1,444.6	-21.0%
1005GF/Prgm (DGF)	923.0	1,198.1	1,198.1	1,198.1	1,198.1	0.0	0.0%
1007I/A Rcpts (Other)	1,957.8	4,156.0	4,156.0	4,156.0	4,156.0	0.0	0.0%
1061CIP Rcpts (Other)	2,413.8	2,054.8	2,054.8	2,054.8	0.0	-2,054.8	-100.0%
Unrestricted General (UGF)	5,770.7	5,369.8	6,869.8	6,869.8	5,425.2	-1,444.6	-21.0%
Designated General (DGF)	923.0	1,198.1	1,198.1	1,198.1	1,198.1	0.0	0.0%
Other Funds	4,371.6	6,210.8	6,210.8	6,210.8	4,156.0	-2,054.8	-33.1%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	60	60	60	59	45	-14	-23.7%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	7	6	6	2	0	-2	-100.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Finance (59)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2017 Conference Committee To FY2017 Authorized *****												
FY2017 Conference Committee												
	ConfCom	12,778.7	6,667.6	31.0	6,024.6	55.5	0.0	0.0	0.0	60	0	6
1004 Gen Fund		5,369.8										
1005 GF/Prgm		1,198.1										
1007 I/A Rcpts		4,156.0										
1061 CIP Rcpts		2,054.8										
Single Audit for Health and Social Services Sec12e Ch3 4SSLA2016 P74 L17 (HB256) (FY15-FY18)												
	CarryFwd	1,500.0	0.0	0.0	1,500.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1,500.0										
(e) Section 10(b), ch. 38, SLA 2015, is amended to read:												
(b) The sum of \$2,250,000 [\$1,317,900] is appropriated from the general fund to the Department of Administration, centralized administrative services, finance, for the purpose of paying for the single audit for the Department of Health and Social Services for the fiscal years ending June 30, 2015, June 30, 2016, [AND] June 30, 2017, and June 30, 2018.												
	Subtotal	14,278.7	6,667.6	31.0	7,524.6	55.5	0.0	0.0	0.0	60	0	6
***** Changes From FY2017 Authorized To FY2017 Management Plan *****												
Delete Four Vacant Business Analysts and One College Intern												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	-4
Delete four vacant Business Analysts and one vacant College Intern position no longer needed. The initial implementation of Integrated Resource and Information System (IRIS) financial and procurement phases of the statewide system replacement project is complete. The Division of Finance no longer has a need for these Business Analyst positions.												
The College Intern position was used for an archiving project and is no longer needed.												
The following positions are deleted:												
Full-time Business Analyst I (02-4110), range 19, located in Juneau												
Nonpermanent Business Analyst II (02-N12024), range 20, located in Juneau												
Nonpermanent Business Analyst II (02-N13016), range 20, located in Juneau												
Nonpermanent Business Analyst II (02-N13017), range 20, located in Juneau												
Nonpermanent College Intern II (02-IN1303), range 9, located in Juneau												
	Subtotal	14,278.7	6,667.6	31.0	7,524.6	55.5	0.0	0.0	0.0	59	0	2
***** Changes From FY2017 Management Plan To FY2018 Governor *****												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Finance (59)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Reverse Single Audit for Health and Social Services Sec12e Ch3 4SSLA2016 P74 L17 (HB256) (FY15-FY18)												
1004 Gen Fund	OTI	-1,500.0	0.0	0.0	-1,500.0	0.0	0.0	0.0	0.0	0	0	0
Reverse the multi-year appropriation for the purpose of paying for the single audit for the Department of Health and Social Service for the fiscal years ending June 30, 2015, June 30, 2016, June 30, 2017, and June 30, 2018.												
Reverse Fee for Mandatory Patient-Centered Outcomes Research Institute Due to the Affordable Care Act (FY17-FY21)												
1004 Gen Fund	OTI	-55.0	0.0	0.0	-55.0	0.0	0.0	0.0	0.0	0	0	0
Reverse year 3 funding for the Patient Protection and Affordable Care Act for the self-insured health plans to fund the Patient Centered Outcome Research Institute (PCORI) trust fund.												
Fee for Mandatory Patient-Centered Outcomes Research Institute Due to the Affordable Care Act (FY17-FY21)												
1004 Gen Fund	IncT	55.0	0.0	0.0	55.0	0.0	0.0	0.0	0.0	0	0	0
The Patient Centered Outcome Research Institute (PCORI), created as part of the Affordable Care Act, imposes a fee for self-insured health plans to fund the PCORI trust fund. The amount of the fee is progressive (\$1.00 the first year \$2.08 the second year and indexed in subsequent years), currently \$2.25 per life, and uses the average number of covered lives (employees and dependents) for both retiree and active AlaskaCare health plans as a basis to determine the annual amount. The PCORI fee is in effect for plan years ending before October 1, 2019 with the annual payment due July 31st of the calendar year following the last day of the self-insured health plan year.												
Payment of the fee for the retiree health plan is administered by Department of Administration, Division of Retirement and Benefits; while the fee payment for the active health plan is administered by the Division of Finance.												
\$55.0 covers the fourth-year payment for the Alaska Care portion of the active health plan fee. This includes the IRS announced index increase to the fee for plan years ending on or after October 1, 2016, and before October 1, 2017.												
Delete Sixteen Positions and Associated Funding No Longer Needed for Statewide Systems Implementation												
1061 CIP Rcpts	Dec	-2,060.4	-1,326.7	-28.0	-675.2	-30.5	0.0	0.0	0.0	-14	0	-2
The Division of Finance is responsible for the implementation of the new statewide accounting system, Integrated Resource Information System (IRIS), and the Human Resources Module (HRM). In FY2018, the project is in the stabilization phase and the bulk of the positions assigned to the project are deleted. Associated capital improvement project receipt authority and excess interagency receipt authority is also deleted.												
The following positions are deleted:												
Full-time Office Assistant (02-4053), range 8, located in Juneau												
Full-time Business Analyst I (02-4077), range 19, located in Juneau												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Finance (59)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
Full-time Business Analyst II (02-4096), range 20, located in Juneau												
Full-time Business Analyst II (02-4097), range 20, located in Juneau												
Full-time Deputy Director (02-4098), range 25, located in Juneau												
Full-time Business Analyst I (02-4099), range 18, located in Juneau												
Full-time Business Analyst II (02-4100), range 20, located in Juneau												
Full-time Business Analyst III (02-4102), range 23, located in Juneau												
Full-time Business Analyst I (02-4103), range 19, located in Juneau												
Full-time Business Analyst II (02-4104), range 21, located in Juneau												
Full-time Business Analyst II (02-4106), range 19, located in Juneau												
Full-time Business Analyst III (02-4109), range 23, located in Juneau												
Full-time Business Analyst II (02-4112), range 21, located in Juneau												
Full-time Business Analyst III (02-4113), range 23, located in Juneau												
Nonpermanent Business Analyst II (02-N13005), range 20, located in Juneau												
Nonpermanent Business Analyst II (02-N13006), range 20, located in Juneau												

FY2018 Salary and Health Insurance Increases

	SalAdj	15.2	15.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		9.6										
1061 CIP Rcpts		5.6										

Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$15.2

FY2018 PS Health Ins.: \$15.2

Supervisory Unit 15 Hour Furlough Contract Terms

	SalAdj	-3.2	-3.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-3.2										

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

	SalAdj	49.0	49.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		49.0										

Alaska Care rate increase from \$1346 to \$1555 per month for CEA members. \$30.9

Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$13.3

Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$4.8

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Finance (59)

RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
	Totals	10,779.3	5,401.9	3.0	5,349.4	25.0	0.0	0.0	0.0	45	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2018 Governor (13956)
Component: Finance (59)
RDU: Centralized Administrative Services (13)

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
01-712X	Accountant IV	FT	A	GP	Juneau	99	20M	11.9		96,684	0	0	50,068	146,752	146,752
02-1007	Procurement Spec III	FT	A	GP	Juneau	205	18C / D	11.9		65,956	0	0	39,455	105,411	105,411
02-2133	Database Specialist I	FT	A	KK	Juneau	99	20J / K	12.0		91,116	0	4,500	51,872	147,488	147,488
02-4001	Division Director	FT	A	XE	Juneau	99	27K / L	11.9		142,330	0	0	66,779	209,109	209,109
02-4004	Accountant IV	FT	A	GP	Juneau	205	20D / E	11.9		76,136	0	0	42,971	119,107	119,107
02-4005	Accountant IV	FT	A	SS	Juneau	99	20N	11.9		100,923	0	0	53,548	154,471	154,471
02-4010	State Accountant	FT	A	XE	Juneau	N05	24E / F	11.9		109,781	0	0	56,464	166,245	166,245
02-4011	Data Processing Mgr III	FT	A	SS	Juneau	99	24K	11.9		118,149	0	0	59,497	177,646	177,646
02-4012	Accountant IV	FT	A	GP	Juneau	205	20A / B	11.9		70,876	0	0	41,154	112,030	112,030
02-4013	Accountant IV	FT	1	GP	Juneau	205	20G	11.9		83,490	0	0	45,511	129,001	129,001
02-4014	Accountant IV	FT	A	SS	Juneau	99	20K	11.9		90,357	0	0	49,898	140,255	140,255
02-4017	Accountant IV	FT	A	GP	Juneau	205	20D / E	11.9		77,785	0	0	43,541	121,326	121,326
02-4020	Payroll Specialist II	FT	A	KK	Juneau	205	18J	11.9		76,267	0	0	45,031	121,298	121,298
02-4021	Accountant III	FT	A	GP	Juneau	205	18A / B	11.9		61,821	0	0	38,027	99,848	99,848
02-4022	Human Resource Technician II	FT	A	KK	Juneau	205	14J	11.9		57,989	0	0	38,718	96,707	96,707
02-4023	Payroll Specialist II	FT	1	KK	Juneau	205	18C / D	11.9		68,824	0	0	42,461	111,285	111,285
02-4025	Payroll Specialist III	FT	A	KK	Juneau	205	20J	11.9		87,096	0	0	48,772	135,868	135,868
02-4026	Analyst/Programmer IV	FT	A	GP	Claremore, Oklahoma	99	20N	11.9		95,529	0	4,500	51,224	151,253	151,253
02-4027	Accountant IV	FT	A	GP	Juneau	205	20C / D	11.9		75,767	0	0	42,844	118,611	118,611
02-4029	Accountant III	FT	A	GP	Juneau	205	18A / B	11.9		60,842	0	0	37,689	98,531	98,531
02-4030	Publications Spec III	FT	A	GP	Juneau	205	19K	11.9		83,990	0	0	45,684	129,674	129,674
02-4035	Payroll Manager	FT	A	KK	Juneau	205	22J / K	11.9		102,449	0	0	54,075	156,524	156,524
02-4036	Accountant IV	FT	A	GP	Juneau	205	20K	11.9		89,809	0	0	47,694	137,503	137,503
02-4038	Accountant IV	FT	A	GP	Juneau	205	20G / J	11.9		84,637	0	0	45,907	130,544	130,544
02-4039	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	11.9		46,845	0	0	32,854	79,699	79,699
02-4040	Accountant V	FT	A	SS	Juneau	205	22F	11.9		96,354	0	0	51,969	148,323	148,323
02-4041	Accounting Tech III	FT	1	GP	Juneau	205	16J	11.9		66,604	0	0	39,679	106,283	106,283
02-4043	Human Resource Technician II	FT	A	KK	Juneau	205	14J	11.9		57,989	0	0	38,718	96,707	96,707
02-4044	Accounting Tech I	FT	1	GP	Juneau	205	12B / C	11.9		41,763	0	0	31,099	72,862	72,862
02-4050	Accountant III	FT	A	GP	Juneau	205	18K	11.9		78,576	0	0	43,814	122,390	122,390
02-4052	Payroll Specialist I	FT	A	KK	Juneau	205	16J	11.9		66,628	0	0	41,702	108,330	108,330
02-4053	Office Assistant I	FT	1	KK	Juneau	205	8B / C	12.0		0	0	0	0	0	0
02-4074	Analyst/Programmer IV	FT	A	GP	Juneau	205	20A / B	11.9		68,619	0	0	40,375	108,994	108,994
02-4075	Accountant V	FT	A	SS	Juneau	205	22E	7.0		54,712	0	0	29,891	84,603	84,603
02-4077	Business Analyst I	FT	A	GP	Juneau	99	19G / J	11.6		0	0	0	0	0	0
02-4078	Analyst/Programmer V	FT	A	KK	Juneau	205	22J	11.9		99,484	0	4,500	54,605	158,589	158,589

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: Finance (59)
RDU: Centralized Administrative Services (13)

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
02-4081	Analyst/Programmer IV	FT	A	GP	Juneau	99	20K / L	11.9		92,074	0	0	48,476	140,550	140,550
02-4082	Analyst/Programmer V	FT	A	GP	Juneau	99	22N / O	11.9		116,950	0	3,500	58,277	178,727	178,727
02-4085	Payroll Specialist I	FT	A	KK	Juneau	99	16L / M	11.9		71,718	0	0	43,460	115,178	115,178
02-4086	Administrative Officer II	FT	A	SS	Juneau	99	19M	11.9		91,045	0	0	50,136	141,181	141,181
02-4091	Accountant III	FT	A	GP	Juneau	99	18L	11.9		81,523	0	0	44,832	126,355	126,355
02-4096	Business Analyst II	FT	A	GP	Juneau	205	20G	2.0		0	0	0	0	0	0
02-4097	Business Analyst II	FT	A	GP	Juneau	205	20G	2.0		0	0	0	0	0	0
02-4098	Deputy Director	FT	A	XE	Juneau	99	25P	10.5		0	0	0	0	0	0
02-4099	Business Analyst I	FT	A	GP	Juneau	205	18C	2.0		0	0	0	0	0	0
02-4100	Business Analyst II	FT	A	GP	Juneau	205	20G	2.0		0	0	0	0	0	0
02-4101	Human Resource Consultant IV	FT	A	KK	Juneau	205	20F / J	11.9		84,566	0	0	47,898	132,464	132,464
02-4102	Business Analyst III	FT	A	SS	Juneau	99	23J	11.6		0	0	0	0	0	0
02-4103	Business Analyst I	FT	A	GP	Juneau	99	19D / E	11.6		0	0	0	0	0	0
02-4104	Business Analyst II	FT	A	GP	Juneau	99	21E / F	11.6		0	0	0	0	0	0
02-4105	Payroll Specialist II	FT	A	KK	Juneau	205	18D	11.9		69,020	0	0	42,528	111,548	111,548
02-4106	Business Analyst II	FT	A	GP	Juneau	99	19J	11.6		0	0	0	0	0	0
02-4107	Payroll Specialist II	FT	A	KK	Juneau	205	18F	11.9		73,875	0	0	44,205	118,080	118,080
02-4109	Business Analyst III	FT	A	SS	Juneau	99	23E / F	11.6		0	0	0	0	0	0
02-4111	Training Specialist II	FT	A	GP	Juneau	205	18A	11.9		59,702	0	0	37,295	96,997	96,997
02-4112	Business Analyst II	FT	A	GP	Juneau	205	21A / B	11.6		0	0	0	0	0	0
02-4113	Business Analyst III	FT	A	SS	Juneau	99	23L / M	11.6		0	0	0	0	0	0
02-4114	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	11.9		47,043	0	0	32,922	79,965	79,965
02-N13005	Business Analyst II	NP	A	GP	Juneau	205	20A / A	11.6		0	0	0	0	0	0
02-N13006	Business Analyst II	NP	A	GP	Juneau	205	20A	11.6		0	0	0	0	0	0
11-0204	Accountant IV	FT	1	GP	Juneau	205	20B / C	11.9		73,114	0	0	41,927	115,041	115,041
													Total Salary Costs:	3,606,807	
													Total COLA:	0	
													Total Premium Pay:	17,000	
													Total Benefits:	2,035,546	
													Total Pre-Vacancy:	5,659,353	
													Minus Vacancy Adjustment of 4.55%:	(257,453)	
													Total Post-Vacancy:	5,401,900	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	5,401,900	
		Total Positions	New	Deleted											
Full Time Positions:		45	0	14											
Part Time Positions:		0	0	0											
Non Permanent Positions:		0	0	2											
Positions in Component:		45	0	16											
Total Component Months:		530.7													

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: Finance (59)
RDU: Centralized Administrative Services (13)

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	5,659,353	5,401,900	100.00%
Total PCN Funding:	5,659,353	5,401,900	100.00%

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.

Line Item Detail (1676)
Department of Administration
Travel

Component: Finance (59)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		0.1	31.0	3.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000 Travel Detail Totals			0.1	31.0	3.0
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	0.1	31.0	3.0

Line Item Detail (1676)
Department of Administration
Services

Component: Finance (59)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		3,917.7	7,524.6	5,349.4
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			3,917.7	7,524.6	5,349.4
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	10.3	10.3	5.0
3001	Financial Services	Accounting, auditing, management consulting and fees	814.7	814.7	771.1
3003	Information Technology	Software licensing and maintenance, training, and consulting	414.4	3,606.9	3,111.4
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	2.7	2.7	1.7
3005	Health Services	PCORI health services	36.9	36.9	36.9
3006	Delivery Services	Freight, courier services, and postage	0.7	0.7	0.7
3008	Utilities	Electricity, heating fuel, water, sewage and disposal services	2.2	2.2	2.2
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	23.7	23.7	23.7
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	4.9	4.9	4.9
3011	Other Services	Printing costs microfiche, comprehensive annual financial report, tax forms, warrants, and warrant envelopes	460.9	460.9	40.0

Line Item Detail (1676)
Department of Administration
Services

Component: Finance (59)

Object Class		Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals				3,917.7	7,524.6	5,349.4
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) computer services	1,394.0	1,358.4	150.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) telecommunications and telephone line services	63.7	63.7	63.7
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	20.3	20.8	20.3
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human Resources services chargeback	27.4	27.4	27.4
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Facility lease for Juneau office space	88.3	88.3	88.3
3025	Inter-Agency Auditing	Legis - Department-wide	Auditing services including compliance audits	300.0	750.0	750.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Workers compensation and liability claims reimbursement	2.8	2.8	2.8
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	21.9	21.9	21.9
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) chargeback	0.1	0.1	0.1
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Division of Administrative Services chargeback for services	66.7	66.7	66.7
3038	Inter-Agency Management/Consulting	Admin - DOA Info Tech Support (2334)	Information Technology chargeback for services	73.2	73.2	73.2
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner's Office chargeback for services	48.3	48.3	48.3
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Division of General Services procurement staff allocation	39.1	39.1	39.1
3038	Inter-Agency Management/Consulting	Trans - Department-wide	Fee for agency delegation of construction authority	0.5	0.0	0.0

Line Item Detail (1676)
Department of Administration
Commodities

Component: Finance (59)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		10.8	55.5	25.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
		4000 Commodities Detail Totals	10.8	55.5	25.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	10.8	55.5	25.0

Revenue Detail (1681)
Department of Administration

Component: Finance (59)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5005 GF/Prgm (1005 GF/Prgm)			923.0	1,198.1	1,198.1
5120 Program Receipts - Other Revenue		Credit Card Rebate	923.0	1,198.1	1,198.1
5007 I/A Rcpts (1007 I/A Rcpts)			1,956.8	4,156.0	4,156.0
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.9	0.0	0.0
5301 Inter-Agency Receipts	Admin - Administrative Services (46)	Integrated Resource Information Systems (IRIS) chargeback and audit services from Division of Legislative Audit	21.5	204.1	231.2
5301 Inter-Agency Receipts	Admin - AK Oil & Gas Conservation Comm (2010)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	2.8	0.0	0.0
5301 Inter-Agency Receipts	Admin - Alaska Public Offices Comm (70)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.3	0.0	0.0
5301 Inter-Agency Receipts	Admin - DOA Info Tech Support (2334)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.5	0.0	0.0
5301 Inter-Agency Receipts	Admin - Enterprise Technology Services (2082)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	16.9	0.0	0.0
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	1.0	0.0	0.0
5301 Inter-Agency Receipts	Admin - Facilities (2429)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	6.5	0.0	0.0

Revenue Detail (1681)
Department of Administration

Component: Finance (59)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5301 Inter-Agency Receipts	Admin - Facilities Administration (2430)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	4.8	0.0	0.0
5301 Inter-Agency Receipts	Admin - Finance (59)	Statewide administrative systems chargeback	-271.8	775.4	325.3
5301 Inter-Agency Receipts	Admin - Labor Relations (58)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.7	0.0	0.0
5301 Inter-Agency Receipts	Admin - Lease Administration (2304)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.6	0.0	0.0
5301 Inter-Agency Receipts	Admin - Motor Vehicles (2348)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	7.2	0.0	0.0
5301 Inter-Agency Receipts	Admin - Office of Public Advocacy (43)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	9.2	0.0	0.0
5301 Inter-Agency Receipts	Admin - Office of the Commissioner (45)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.5	0.0	0.0
5301 Inter-Agency Receipts	Admin - Personnel (56)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	17.6	0.0	0.0
5301 Inter-Agency Receipts	Admin - Print Services (2333)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	1.2	0.0	0.0
5301 Inter-Agency Receipts	Admin - Property Management (61)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of	0.3	0.0	0.0

Revenue Detail (1681)
Department of Administration

Component: Finance (59)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5301 Inter-Agency Receipts	Admin - Public Defender Agency (1631)	Legislative Audit Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	9.1	0.0	0.0
5301 Inter-Agency Receipts	Admin - Purchasing (60)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.5	0.0	0.0
5301 Inter-Agency Receipts	Admin - Retirement and Benefits (64)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	13.3	0.0	0.0
5301 Inter-Agency Receipts	Admin - Risk Management (71)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	1.5	0.0	0.0
5301 Inter-Agency Receipts	Admin - Violent Crimes Comp Board (2694)	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	0.4	0.0	0.0
5301 Inter-Agency Receipts	Commerce - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	56.8	90.6	102.7
5301 Inter-Agency Receipts	Correct - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	128.8	217.3	246.2
5301 Inter-Agency Receipts	Courts - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	64.2	98.3	111.4
5301 Inter-Agency Receipts	E&ED - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	78.9	99.8	113.1

Revenue Detail (1681)
Department of Administration

Component: Finance (59)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5301 Inter-Agency Receipts	EnvCon - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	56.8	96.0	108.8
5301 Inter-Agency Receipts	FishGm - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	177.6	218.5	247.6
5301 Inter-Agency Receipts	Gov - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	16.8	32.2	36.5
5301 Inter-Agency Receipts	H&SS - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	443.9	713.8	808.9
5301 Inter-Agency Receipts	Labor - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	85.8	149.8	169.8
5301 Inter-Agency Receipts	Law - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	45.8	72.8	82.5
5301 Inter-Agency Receipts	Legis - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	46.5	72.2	81.8
5301 Inter-Agency Receipts	M&VA - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	89.6	71.1	80.6
5301 Inter-Agency Receipts	NatRes - Department-wide	Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	113.8	182.0	206.2
5301 Inter-Agency Receipts	PubSaf - Department-wide	Integrated Resource Information	87.6	134.5	152.4

Revenue Detail (1681)
Department of Administration

Component: Finance (59)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5301 Inter-Agency Receipts	Rev - Department-wide	Systems (IRIS) Chargeback and audit services from Division of Legislative Audit Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	136.0	269.0	304.7
5301 Inter-Agency Receipts	Trans - Department-wide	Systems (IRIS) Chargeback and audit services from Division of Legislative Audit Integrated Resource Information Systems (IRIS) Chargeback and audit services from Division of Legislative Audit	482.4	658.6	746.3
5061 CIP Rcpts (1061 CIP Rcpts)			2,413.8	2,054.8	0.0
5351 Capital Improvement Project Inter-Agency	Admin - Finance (59)	Integrated Resource Information Systems (IRIS) projects	2,413.8	2,054.8	0.0
6004 Gen Fund (1004 Gen Fund)			1.5	0.0	0.0
6044 General Fund - Jury & Worker's Compensation Recovery		Jury and Workers' Compensation prior year recovery	0.1	0.0	0.0
6046 General Fund - Prior Year Reimbursement Recovery		Prior year recovery	1.4	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Finance (59)

	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
Component Totals	2,146.3	2,560.7	1,351.8
With Department of Administration	1,845.8	1,810.7	601.8
With Legislature	300.0	750.0	750.0
With Department of Transportation/Public Facilities	0.5	0.0	0.0

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) computer services	1,394.0	1,358.4	150.0
3018 Inter-Agency Information Technology Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) telecommunications and telephone line services	63.7	63.7	63.7
3021 Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	20.3	20.8	20.3
3022 Inter-Agency Human Resources	Admin - Personnel (56)	Human Resources services chargeback	27.4	27.4	27.4
3023 Inter-Agency Building Leases	Admin - Facilities (2429)	Facility lease for Juneau office space	88.3	88.3	88.3
3025 Inter-Agency Auditing	Legis - Department-wide	Auditing services including compliance audits	300.0	750.0	750.0
3026 Inter-Agency Insurance	Admin - Risk Management (71)	Workers compensation and liability claims reimbursement	2.8	2.8	2.8
3027 Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	21.9	21.9	21.9
3028 Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) chargeback	0.1	0.1	0.1
3038 Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Division of Administrative Services chargeback for services	66.7	66.7	66.7
3038 Inter-Agency Management/Consulting	Admin - DOA Info Tech Support (2334)	Information Technology chargeback for services	73.2	73.2	73.2
3038 Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner's Office chargeback for services	48.3	48.3	48.3
3038 Inter-Agency	Admin - Purchasing (60)	Division of General Services	39.1	39.1	39.1

Inter-Agency Services (1682)
Department of Administration

Component: Finance (59)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3038 Management/Consulting	Trans - Department-wide	procurement staff allocation			
Inter-Agency Management/Consulting		Fee for agency delegation of construction authority	0.5	0.0	0.0