

State of Alaska FY2021 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.

Core Services

- Provide statewide project management services relating to process improvement of back-office administrative functions.
- Establish statewide business management policies and procedures of common back-office administrative functions.
- Process timely back-office accounting functions on behalf of agencies.

Major Component Accomplishments in 2019

- Onboarded travel reimbursement processing for all or part of twelve out of fourteen state departments, with more travel volume to be added in FY2020.
- Onboarded accounts payable processing for all or part of seven out of fourteen state departments, with more volume to be added in FY2020.
- Went live with the Accounts Payable and Travel Portal in FY2019, allowing for more expedient payment processing and travel reimbursements.
- Enhanced travel and payables reporting back to departments for greater transparency.
- Created and now piloting the travel request (TRQS) document in the state account system (IRIS) for further travel process efficiencies.
- Redesigned staffing units to create specialized work pods composed of subject matter experts.
- Analyzed work requirements to align position job classifications to levels more appropriate to the work.
- Partnered with the state's contractor for collections on delinquent accounts on behalf of state departments.

Key Component Challenges

Positions continue to be transferred from other departments requiring set up of workspaces, 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 Shared Services.

Significant Changes in Results to be Delivered in FY2021

- Processes continue to be redefined to take full advantage of the Integrated Resource Information System (IRIS), including recent updates to the P-Card module and the Travel and AP Portal. Major initiatives underway include Travel and Expense, Accounts Payable, and Collection of Delinquent Accounts Receivable.
- A quality control trainer position is being created to conduct auditing for process improvements, present to departments, and train new hires.
- The section is exploring the option of partnering with Lemon Creek Correctional Center to create a work unit for reformative program participants, which will assist with recruitment challenges and result in cost savings.

Statutory and Regulatory Authority

No statutes and regulations.

Contact Information

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Accounting Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2020</u> <u>Management</u> <u>Plan</u>	<u>FY2021</u> <u>Governor</u>		
Full-time	75	79	Annual Salaries	4,062,170
Part-time	0	0	COLA	40,444
Nonpermanent	0	0	Premium Pay	10,223
			Annual Benefits	2,861,100
			<i>Less 6.96% Vacancy Factor</i>	<i>(485,537)</i>
			Lump Sum Premium Pay	0
Totals	75	79	Total Personal Services	6,488,400

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	1	0	1	0	2
Accounting Clerk	0	0	7	0	7
Accounting Technician I	12	0	27	0	39
Accounting Technician II	4	0	9	0	13
Accounting Technician III	2	0	5	0	7
Administrative Assistant I	0	0	2	0	2
Administrative Assistant II	1	0	1	0	2
Bus An/IA II	0	0	1	0	1
Bus Sv Pr Mn I	1	0	1	0	2
Bus Sv Pr Mn II	1	0	1	0	2
Division Director - Px	0	0	1	0	1
Office Assistant II	1	0	0	0	1
Totals	23	0	56	0	79

Component Detail All Funds
Department of Administration

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

Non-Formula Component

	FY2019 Actuals	FY2020 Conference Committee	FY2020 Authorized	FY2020 Management Plan	FY2021 Governor	FY2020 Management Plan vs FY2021 Governor	
71000 Personal Services	3,849.0	6,858.4	6,858.4	6,480.8	6,488.4	7.6	0.1%
72000 Travel	4.8	2.5	2.5	3.7	3.7	0.0	0.0%
73000 Services	399.2	3,092.5	3,092.5	3,118.9	1,348.9	-1,770.0	-56.8%
74000 Commodities	13.6	18.0	18.0	18.0	18.0	0.0	0.0%
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	4,266.6	9,971.4	9,971.4	9,621.4	7,859.0	-1,762.4	-18.3%
Fund Sources:							
1005 GF/Prgm (DGF)	1,328.4	2,950.5	2,950.5	2,950.5	2,962.0	11.5	0.4%
1007 I/A Rcpts (Other)	2,938.2	7,020.9	7,020.9	6,670.9	4,897.0	-1,773.9	-26.6%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	1,328.4	2,950.5	2,950.5	2,950.5	2,962.0	11.5	0.4%
Other Funds	2,938.2	7,020.9	7,020.9	6,670.9	4,897.0	-1,773.9	-26.6%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	70	74	74	75	79	4	5.3%
Permanent Part Time	0	0	0	0	0	0	0.0%
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	
***** Changes From FY2020 Conference Committee To FY2020 Authorized *****												
FY2020 Conference Committee	ConfCom	9,971.4	6,858.4	2.5	3,092.5	18.0	0.0	0.0	0.0	74	0	0
1005 GF/Prgm		2,950.5										
1007 I/A Rcpts		7,020.9										
Subtotal		9,971.4	6,858.4	2.5	3,092.5	18.0	0.0	0.0	0.0	74	0	0

***** Changes From FY2020 Authorized To FY2020 Management Plan *****												
Transfer Administrative Assistant (20-1070) to Facilities Administration for Program Alignment	Trout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0

The Department of Administration, Shared Services is collaborating with the Department of Transportation and Public Facilities to implement the Division of Facilities Services, therefore an internal realignment of staff and funding is necessary.

This change reallocates the duties of the Administrative Assistant I (20-1070), range 12, located in Juneau from Accounting to Facilities Administration to provide support to the facilities program.

Transfer Authority to Statewide Contracting and Property Office for Program Alignment	Trout	-350.0	-200.0	0.0	-150.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-350.0										

The Department of Administration, Shared Services is collaborating with the Office of Information Technology to create an Information Technology procurement team. As a result, a realignment of funding is necessary to provide support to the Department of Administration procurement program.

Transfer Accounting Technician II (18-7390) to Administrative Services for Department Reorganization Efforts	Trout	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 Administration, Division of Administrative Services transferred an initial wave of positions to the Shared Services of Alaska organization for accounts payable, travel and expense activities. As the Shared Services of Alaska program matures an alignment of the organization and positions are necessary to reflect the roles and responsibilities performed.

This change reallocates the duties of the Accounting Technician II (18-7390), range 14, located in Juneau, from Accounting to Administrative Services.

Transfer Administrative Assistant (02-5051) from Print Services for Program Alignment	Trin	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 Administration has transferred an initial wave of positions to the Shared Services of Alaska organization for accounts payable, travel and expense activities. As Shared Services integrates with the previous Division of General Services, an internal realignment of staff is necessary.

This change reallocates the duties of the Administrative Assistant I (02-5051), range 12, located in Juneau, from Print Services to Accounting to provide support to the program.

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 Accounting Tech II (02-1116) from Administrative Services for Department Reorganization Efforts												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
The Department of Administration, Division of Administrative Services transferred an initial wave of positions to the Shared Services of Alaska organization for accounts payable, travel and expense activities. As the Shared Services of Alaska program matures an alignment of the organization and positions are necessary to reflect the roles and responsibilities performed.												
This change reallocates the duties of the Accounting Technician II (02-1116), range 14, located in Juneau, from Administrative Services to Accounting.												
Transfer Accounting Technician I (02-5068) from Facilities Administration for Program Alignment												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
The Department of Administration, Shared Services of Alaska has undergone a re-organization of its division accounting positions to align the programmatic needs of the division.												
This change reallocates the duties of the Accounting Technician I (02-5068), range 12, located in Juneau, from Facilities Administration to Accounting.												
Align Authority with Anticipated Expenditures												
	LIT	0.0	-177.6	1.2	176.4	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to cover anticipated travel and services costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
Subtotal		9,621.4	6,480.8	3.7	3,118.9	18.0	0.0	0.0	0.0	75	0	0
***** Changes From FY2020 Management Plan To FY2021 Governor *****												
FY2021 Salary and Health Insurance Increases												
	SalAdj	57.6	57.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		11.5										
1007 I/A Rcpts		46.1										
FY2021 GGU Salary Increases: \$39.1												
FY2021 increase to GGU Health Insurance from \$1530 to \$1555 per member per month: \$18.5												
Reduce Authority to Align with Anticipated Revenue and Expenditures												
	Dec	-1,600.0	0.0	0.0	-1,600.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-1,600.0										
Reduce authority to better align with anticipated revenue and expenditures. There will be no impact to services as a result of this reduction.												

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	
Delete Accounting Technicians and Authority to Realize Efficiencies												
1007 I/A Rcpts	Dec	-220.0	-220.0	0.0	0.0	0.0	0.0	0.0	0.0	-2	0	0
Delete two full-time Accounting Technician I (02-5184 and 02-5185), range 12, located in Juneau, and related authority to realize process efficiencies.												
Transfer Administrative Assistants (02-5138 and 20-1070) from Facilities Administration for Program Alignment												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2	0	0
Transfer administrative support positions from Facilities Administration to Accounting for program alignment.												
The following positions are transferred: Full-time Administrative Assistant II (02-5138), range 14, located in Juneau Full-time Administrative Assistant I (20-1070), range 12, located in Juneau												
Add Accounting Technicians (02-5184, 02-5185, 02-5186 and 02-5187) for Shared Services Initiative Support												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4	0	0
Add the following accounting positions to support the shared services initiative: Full-time Accounting Technician I (02-5184), range 12, located in Juneau Full-time Accounting Technician I (02-5185), range 12, located in Juneau Full-time Accounting Technician I (02-5186), range 12, located in Juneau Full-time Accounting Technician I (02-5187), range 12, located in Anchorage												
Align Authority with Anticipated Expenditures												
	LIT	0.0	170.0	0.0	-170.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to cover anticipated personal services costs. The remaining services authority is sufficient to cover anticipated expenditures.												
Totals		7,859.0	6,488.4	3.7	1,348.9	18.0	0.0	0.0	0.0	79	0	0

Line Item Detail (1676)
Department of Administration
Travel

Component: Accounting (3134)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000	Travel		4.8	3.7	3.7
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000 Travel Detail Totals			4.8	3.7	3.7
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	4.8	3.7	3.7

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000	Services		399.2	3,118.9	1,348.9
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals			399.2	3,118.9	1,348.9
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.0	2.4	2.4
3001	Financial Services	Management and consulting services	25.5	0.0	0.0
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation	0.4	0.0	0.0
3003	Information Technology	Software licensing and maintenance, training, and consulting	24.2	50.0	50.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	0.4	1.0	1.0
3006	Delivery Services	Freight, courier services, and postage	0.1	0.0	0.0
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	2.8	1.4	1.4
3011	Other Services	Unbudgeted RSAs with other State agencies	-289.2	2,354.3	584.3
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	189.4	80.0	80.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	14.1	70.0	70.0

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals				399.2	3,118.9	1,348.9
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.4	1.0	1.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human resource and payroll services provided by the Division of Personnel	39.2	40.3	40.3
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	273.5	301.2	301.2
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Rent for state-owned facilities and lease payments	15.8	15.2	15.2
3024	Inter-Agency Legal		Legal services provided by the Department of Law	4.3	6.0	6.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	1.3	1.7	1.7
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	12.4	14.2	14.2
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) chargeback	0.5	1.0	1.0
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	SSoA Travel chargeback	2.9	7.0	7.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback	44.1	43.1	43.1
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141)		0.0	89.0	89.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	25.2	33.5	33.5
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	SSoA Procurement chargeback	11.9	6.6	6.6

Line Item Detail (1676)
Department of Administration
Commodities

Component: Accounting (3134)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
4000	Commodities		13.6	18.0	18.0
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
		4000 Commodities Detail Totals	13.6	18.0	18.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	13.6	18.0	18.0

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5005 GF/Prgm (1005 GF/Prgm)			7,782.4	2,950.5	2,962.0
5102 Program Receipts Public Protection - Fines and Forfeitures			7,129.4	2,361.4	2,368.5
5103 Program Receipts - Charges for Services		Revenue generated from Shared Services of Alaska fee initiatives such as debt collections and vendor fees	0.0	0.0	0.0
5104 Program Receipts Charges for Services - 3rd Party Collectns			2.4	3.5	3.5
5120 Program Receipts - Other Revenue			650.6	585.6	590.0
5007 I/A Rcpts (1007 I/A Rcpts)			2,938.4	6,670.9	4,897.0
5301 Inter-Agency Receipts		Authority for reimbursable services agreements with State of Alaska departments	250.4	750.0	80.0
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	2.9	294.6	95.0
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	3.3	12.6	12.6
5301 Inter-Agency Receipts	Admin - Administrative Services (46)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	0.8	0.0	0.0
5301 Inter-Agency Receipts	Admin - AK Oil & Gas Conservation Comm (2010)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	19.2	25.2	25.2
5301 Inter-Agency Receipts	Admin - Alaska Division of IT (3141)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	75.5	195.4	105.0
5301 Inter-Agency Receipts	Admin - Alaska Public Offices	Reimbursable services agreement	2.8	6.3	6.3

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
	Comm (70)	within the Department of Administration for travel and accounts payable services.			
5301 Inter-Agency Receipts	Admin - Business Transformation Office (3136)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	0.6	3.9	3.9
5301 Inter-Agency Receipts	Admin - E-Travel (2966)		0.7	0.0	0.0
5301 Inter-Agency Receipts	Admin - Facilities Administration (2430)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	1.5	7.9	7.9
5301 Inter-Agency Receipts	Admin - Finance (59)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	4.3	39.3	28.0
5301 Inter-Agency Receipts	Admin - Labor Relations (58)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	0.6	5.5	5.5
5301 Inter-Agency Receipts	Admin - Lease Administration (2304)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	6.4	7.9	7.9
5301 Inter-Agency Receipts	Admin - Motor Vehicles (2348)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	13.1	115.0	45.0
5301 Inter-Agency Receipts	Admin - Office of Public Advocacy (43)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	0.0	110.3	22.0
5301 Inter-Agency Receipts	Admin - Office of the Commissioner (45)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	8.0	3.9	3.9
5301 Inter-Agency Receipts	Admin - Personnel (56)	Reimbursable services agreement	4.9	34.7	34.7

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5301 Inter-Agency Receipts	Admin - Print Services (2333)	within the Department of Administration for travel and accounts payable services.	0.8	0.0	0.0
5301 Inter-Agency Receipts	Admin - Public Defender Agency (1631)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	100.7	135.5	135.5
5301 Inter-Agency Receipts	Admin - Purchasing (60)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	10.1	12.6	12.6
5301 Inter-Agency Receipts	Admin - Retirement and Benefits (64)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	10.8	93.8	32.0
5301 Inter-Agency Receipts	Admin - Risk Management (71)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	2.9	3.9	3.9
5301 Inter-Agency Receipts	Admin - Violent Crimes Comp Board (2694)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services.	0.5	2.4	2.4
5301 Inter-Agency Receipts	Commerce - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	149.4	322.1	222.1
5301 Inter-Agency Receipts	Correct - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	267.2	409.9	288.0
5301 Inter-Agency Receipts	E&ED - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	218.2	342.4	242.7
5301 Inter-Agency Receipts	EnvCon - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	130.3	172.4	172.4
5301 Inter-Agency Receipts	FishGm - Department-wide	Reimbursable services agreement	4.6	145.5	145.5

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5301 Inter-Agency Receipts	H&SS - Department-wide	with state agencies for travel and accounts payable services. Reimbursable services agreement with state agencies for travel and accounts payable services.	213.9	290.5	290.5
5301 Inter-Agency Receipts	Labor - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	322.5	262.7	262.7
5301 Inter-Agency Receipts	Law - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	161.5	380.0	371.4
5301 Inter-Agency Receipts	NatRes - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	293.7	569.0	355.0
5301 Inter-Agency Receipts	PubSaf - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	128.7	364.4	364.4
5301 Inter-Agency Receipts	Rev - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	0.0	82.3	44.0
5301 Inter-Agency Receipts	Trans - Department-wide	Reimbursable services agreement with state agencies for travel and accounts payable services.	527.6	1,469.0	1,469.0

Inter-Agency Services (1682)
Department of Administration

Component: Accounting (3134)

				FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
Component Totals				630.7	703.8	703.8
With Department of Administration				630.7	703.8	703.8
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	189.4	80.0	80.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	14.1	70.0	70.0	
3021	Inter-Agency Mail	Admin - Print Services (2333) Centralized mail services chargeback	0.4	1.0	1.0	
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human resource and payroll services provided by the Division of Personnel	39.2	40.3	40.3	
3023	Inter-Agency Building Leases	Admin - Facilities (2429) Rent for state-owned facilities and lease payments	273.5	301.2	301.2	
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430) Rent for state-owned facilities and lease payments	15.8	15.2	15.2	
3026	Inter-Agency Insurance	Admin - Risk Management (71) Division of Risk Management - Risk management insurance charges	1.3	1.7	1.7	
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	12.4	14.2	14.2	
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56) Americans with Disabilities Act (ADA) chargeback	0.5	1.0	1.0	
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134) SSoA Travel chargeback	2.9	7.0	7.0	
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Administrative chargeback	44.1	43.1	43.1	
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141) Commissioner Office chargeback	0.0	89.0	89.0	
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Commissioner Office chargeback	25.2	33.5	33.5	

Inter-Agency Services (1682)
Department of Administration

Component: Accounting (3134)

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3038 Inter-Agency Management/Consulting	Admin - Purchasing (60)	SSoA Procurement chargeback	11.9	6.6	6.6

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2021 Governor (16414)
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
01-133X	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		44,994	605	0	34,268	79,867	0
02-2013	Bus Sv Pr Mn I	FT	A	GP	Anchorage	200	20A / B	12.0		70,104	942	0	42,906	113,952	0
02-1116	Accounting Technician II	FT	A	GP	Juneau	205	14A / B	12.0		48,456	651	0	35,459	84,566	0
02-2020	Accounting Technician I	FT	A	GP	Juneau	205	12K	12.0		53,916	725	0	37,337	91,978	0
02-3203	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,087	579	0	33,612	77,278	0
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24F	3.0	*	30,262	0	0	15,118	45,380	0
02-5034	Accountant III	FT	A	SS	Anchorage	200	18B / C	9.6		54,094	0	0	33,673	87,767	0
02-5051	Administrative Assistant I	FT	A	GP	Juneau	205	12A / B	6.6	**	23,371	314	0	18,374	42,059	0
02-5068	Accounting Technician I	FT	A	GP	Juneau	205	12J / K	12.0		53,419	718	0	37,166	91,303	0
02-5108	Administrative Officer II	FT	A	SS	Juneau	205	19J	2.4	*	17,537	0	0	9,799	27,336	0
02-5138	Administrative Assistant II	FT	A	GP	Juneau	205	14F	5.4	**	25,467	416	2,831	18,190	46,904	0
02-5146	Accounting Technician I	FT	A	GP	Juneau	205	12L	12.0		55,668	748	0	37,940	94,356	0
02-5155	Accounting Technician II	FT	A	GP	Juneau	205	14L	1.2	*	6,402	131	7,392	6,624	20,549	0
02-5159	Accounting Technician II	FT	A	GP	Juneau	205	14C / D	12.0		50,488	679	0	36,158	87,325	0
02-5162	Accountant IV	FT	A	SS	Juneau	205	20E	3.0	*	22,443	0	0	12,428	34,871	0
02-5170	Accountant V	FT	A	SS	Juneau	205	22J	1.5	*	13,377	0	0	6,955	20,332	0
02-5177	Accounting Technician I	FT	A	GP	Juneau	205	12K	2.5	*	11,233	151	0	7,779	19,163	0
02-5182	Division Director - Px	FT	A	XE	Juneau	N05	27P	6.1	**	82,458	0	0	37,864	120,322	0
02-5184	Accounting Technician I	FT	A	GP	Juneau	105	12A	12.0		0	0	0	0	0	0
02-5185	Accounting Technician I	FT	A	GP	Juneau	105	12B	12.0		0	0	0	0	0	0
02-5186	Accounting Technician I	FT	A	GP	Juneau	105	12B	12.0		42,912	577	0	33,552	77,041	0
02-5187	Accounting Technician I	FT	A	GP	Anchorage	100	12C / D	12.0		43,536	585	0	33,767	77,888	0
02-5188	Bus An/IA II	FT	A	GP	Juneau	205	18B / C	12.0		64,305	864	0	40,911	106,080	0
02-5189	Bus Sv Pr Mn I	FT	A	SS	Juneau	205	20F	12.0		90,720	0	0	50,038	140,758	0
02-6305	Accounting Technician III	FT	A	SS	Juneau	605	16B	12.0		59,820	0	0	39,408	99,228	0
02-6306	Accounting Technician II	FT	A	GP	Juneau	205	14G	12.0		57,636	775	0	38,617	97,028	0
02-T181	Bus Sv Pr Mn II	FT	A	SS	Juneau	205	22B / C	12.0		93,492	0	0	50,992	144,484	0
03-0058	Accounting Technician I	FT	A	GP	Juneau	205	12J	12.0		52,212	702	0	36,751	89,665	0
03-0213	Bus Sv Pr Mn II	FT	A	SS	Anchorage	200	22K / L	12.0		107,074	0	0	55,664	162,738	0
03-0370	Accountant III	FT	A	SS	Juneau	205	18D / E	12.0		74,435	0	0	44,436	118,871	0
04-5015	Accounting Clerk	FT	A	GP	Juneau	205	10A / B	12.0		37,362	502	0	31,643	69,507	0
05-0506	Accounting Technician I	FT	A	XE	Juneau	P05	12B / C	12.0		44,142	0	0	33,871	78,013	0
05-1689	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,206	581	0	33,653	77,440	0
05-3020	Accounting Technician I	FT	A	GP	Juneau	205	12P / Q	12.0		73,681	990	0	44,137	118,808	0
05-7008	Accounting Technician II	FT	A	GP	Juneau	205	14K	12.0		62,004	833	0	40,120	102,957	0
06-0014	Accounting Technician I	FT	A	GP	Anchorage	200	12C / D	12.0		42,581	572	0	33,438	76,591	0
06-0105	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		44,598	599	0	34,132	79,329	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: FY2021 Governor (16414)
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
06-1713	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,444	584	0	33,735	77,763	0
06-3868	Accounting Technician II	FT	A	GP	Anchorage	200	14C / D	12.0		49,044	659	0	35,661	85,364	0
07-1202	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		44,937	604	0	34,249	79,790	0
07-1211	Accounting Technician III	FT	A	SS	Juneau	605	16C / D	12.0		63,194	0	0	40,569	103,763	0
07-1223	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		50,032	672	0	36,001	86,705	0
08-0467	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,266	581	0	33,674	77,521	0
08-0475	Accounting Technician I	FT	A	GP	Juneau	205	12G / J	12.0		50,540	679	0	36,176	87,395	0
08-1112	Accounting Technician III	FT	A	SS	Juneau	605	16B / C	12.0		61,716	0	0	40,061	101,777	0
08-5065	Administrative Assistant II	FT	A	GP	Anchorage	200	14D / E	12.0		51,116	687	0	36,374	88,177	0
10-0204	Accounting Technician III	FT	A	SS	Anchorage	600	16B / C	12.0		57,801	0	0	38,714	96,515	0
10-0211	Accounting Technician I	FT	A	GP	Anchorage	200	12F / G	12.0		46,607	626	0	34,823	82,056	0
10-0225	Accounting Technician III	FT	A	SS	Anchorage	600	16J / K	12.0		68,039	0	0	42,236	110,275	0
10-0243	Accounting Technician I	FT	A	GP	Anchorage	200	12B / C	12.0		41,490	558	0	33,063	75,111	0
10-0247	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,206	581	0	33,653	77,440	0
10-4231	Office Assistant II	FT	A	GP	Anchorage	200	10E / F	12.0		39,964	537	0	32,538	73,039	0
10-5115	Accounting Technician I	FT	A	GP	Anchorage	200	12G	12.0		47,712	641	0	35,203	83,556	0
11-0213	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,316	528	0	32,315	72,159	0
11-0219	Accounting Technician II	FT	A	GP	Juneau	205	14C / D	12.0		51,728	695	0	36,585	89,008	0
12-1762	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		49,210	661	0	35,719	85,590	0
12-2038	Accounting Technician II	FT	A	GP	Juneau	205	14C / D	12.0		50,255	675	0	36,078	87,008	0
12-4403	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,444	584	0	33,735	77,763	0
12-4405	Accounting Technician I	FT	A	GP	Juneau	205	12E / F	12.0		47,791	642	0	35,230	83,663	0
12-6001	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		44,937	604	0	34,249	79,790	0
18-7252	Accounting Technician II	FT	A	GP	Anchorage	200	14B / C	12.0		47,582	640	0	35,159	83,381	0
20-1054	Accounting Technician II	FT	A	GP	Juneau	205	14E / F	12.0		54,000	726	0	37,366	92,092	0
20-1070	Administrative Assistant I	FT	A	GP	Juneau	205	12B / C	3.0	**	10,950	147	0	8,464	19,561	0
20-1077	Accounting Technician I	FT	A	GP	Juneau	205	12N / O	12.0		59,832	804	0	39,373	100,009	0
20-1079	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,206	581	0	33,653	77,440	0
20-7008	Accounting Technician III	FT	A	SS	Juneau	605	16B / C	12.0		60,768	0	0	39,734	100,502	0
21-2034	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		37,998	511	0	31,862	70,371	0
25-0085	Accounting Technician II	FT	A	GP	Anchorage	200	14B / C	12.0		46,477	625	0	34,778	81,880	0
25-0268	Accounting Technician I	FT	A	GP	Anchorage	200	12B / C	12.0		41,262	555	0	32,984	74,801	0
25-0276	Accounting Technician I	FT	A	GP	Anchorage	200	12B / C	12.0		40,977	551	0	32,886	74,414	0
25-0277	Accounting Technician I	FT	A	GP	Anchorage	200	12C / D	12.0		42,688	574	0	33,475	76,737	0
25-0279	Accounting Technician I	FT	A	GP	Anchorage	200	12C / D	12.0		41,939	564	0	33,217	75,720	0
25-0281	Accounting Technician I	FT	A	GP	Anchorage	200	12B / C	12.0		41,490	558	0	33,063	75,111	0
25-0444	Accounting Technician I	FT	A	GP	Anchorage	200	12C / D	12.0		42,528	572	0	33,420	76,520	0
25-0761	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		43,977	591	0	33,918	78,486	0

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Personal Services Expenditure Detail
Department of Administration

Scenario: FY2021 Governor (16414)
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
25-1031	Accounting Technician II	FT	A	GP	Anchorage	200	14E / F	12.0		53,024	713	0	37,031	90,768	0
25-1219	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,920	590	0	33,899	78,409	0
25-1353	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		38,157	513	0	31,916	70,586	0
25-2260	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,362	529	0	32,331	72,222	0
25-2261	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,623	586	0	33,797	78,006	0
25-2302	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,444	584	0	33,735	77,763	0
25-2328	Accounting Technician I	FT	A	GP	Juneau	205	12B / C	12.0		43,742	588	0	33,838	78,168	0
25-3091	Accounting Technician III	FT	A	SS	Juneau	205	16A / B	12.0		60,408	0	0	39,611	100,019	0
25-3104	Accounting Technician I	FT	A	GP	Juneau	205	12D / E	12.0		45,672	614	0	34,501	80,787	0
25-3106	Accounting Clerk	FT	A	GP	Juneau	205	10G	12.0		43,920	590	0	33,899	78,409	0
25-3111	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,362	529	0	32,331	72,222	0
25-3480	Accounting Technician I	FT	A	GP	Anchorage	200	12C / D	12.0		42,581	572	0	33,438	76,591	0

	Total Positions	New	Deleted
Full Time Positions:	79	0	2
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	79	0	2

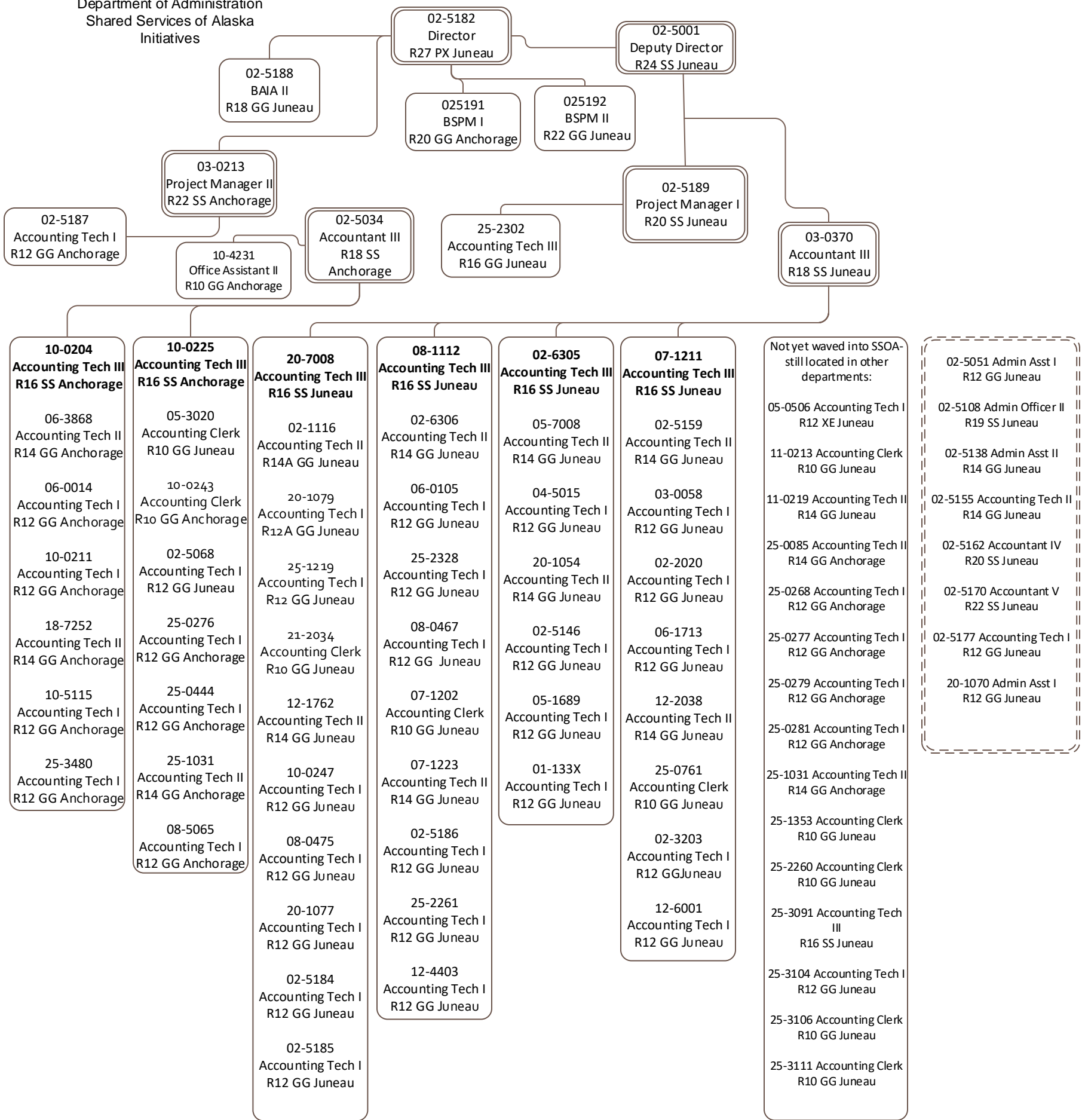
Total Salary Costs:	4,062,170
Total COLA:	40,444
Total Premium Pay:	10,223
Total Benefits:	2,861,100
Total Pre-Vacancy:	6,973,937
Minus Vacancy Adjustment of 6.96%:	(485,537)
Total Post-Vacancy:	6,488,400
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	6,488,400

Total Component Months: 932.3

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	1,991,943	1,853,260	28.56%
1007 Interagency Receipts	4,981,930	4,635,080	71.44%
Total PCN Funding:	6,973,873	6,488,340	100.00%

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Department of Administration
Shared Services of Alaska
Initiatives



Legend

- Double lined boxes or bolded print denote supervisor
- Single lined boxes denote direct reports
- Double dotted line refers to split PCNs counted in other components
- R denotes salary range
- GG/SS denote bargaining unit
- All positions are classified, or CL, unless noted as exempt or partially exempt, or XE or PX