



**ALDER USER AFFIDAVIT**

The following Alaska statutes pertain to the use of confidential information and to the responsibilities of employees who have access to confidential information. Sec. 40.25.110 stipulates that public records of all public agencies are open to inspection by the public, unless specifically provided otherwise as stated in Sec. 39.25.080. All information not exempted by Sec.39.25.080 is considered confidential.

**SEC. 11.56.860. MISUSE OF CONFIDENTIAL INFORMATION.**

- (a) A person who is or has been a public servant commits the crime of misuse of confidential information if the person
  - (1) learns confidential information through employment as a public servant; and
  - (2) while in office or after leaving office, uses the confidential information for personal gain or in a manner not connected with the performance of official duties other than by giving sworn testimony or evidence in a legal proceeding in conformity with a court order.
- (b) As used in this section, “confidential information” means information which has been classified confidential by law.
- (c) Misuse of confidential information is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

**SEC. 39.52.140. IMPROPER USE OR DISCLOSURE OF INFORMATION.**

- (a) A current or former public officer may not disclose or use information gained in the course of, or by reason of, the officer’s official duties that could in any way result in the receipt of any benefit for the officer or an immediate family member, if the information has not also been disseminated to the public.
- (b) A current or former public officer may not disclose or use, without appropriate authorization, information acquired in the course of official duties that is confidential by law.

**SEC. 39.25.080. PERSONNEL RECORDS CONFIDENTIAL; EXCEPTIONS.**

- (a) State personnel records including employment applications and examination and other assessment materials, are confidential and are not open to public inspection except as provided in this section.
- (b) The following information is available for public inspection, subject to reasonable regulations on the time and manner of inspection.
  - (1) the names and position titles of all state employees;
  - (2) the position held by a state employee;
  - (3) prior positions held by a state employee;
  - (4) whether a state employee is in the classified, partially exempt, or exempt service.
  - (5) the dates of appointment and separation of a state employee; and
  - (6) the compensation authorized for a state employee.
  - (7) whether a state employee has been dismissed or disciplined for a violation of AS 39.25.160(I)



## GENERAL INFORMATION

REQUEST	AGENCY:	EMPLOYEE NAME:	<b>DEPARTMENT OF ADMINISTRATION ONLY</b>		
_____	_____	_____	N/A	D98 DOP	D99 DOF
PCN:	EMPL ID NUM:	EMPL USER ID (LDAP/AD):	<b>LEVEL OF ACCESS REQUESTED</b>		
_____	_____	_____			

## DATA SOURCE(S) REQUESTED

DATA SOURCE / UNIVERSE	NOTES / LIMITED TO
<b>IRIS FIN/PRO</b> - Financial / Procurement	N/A
<b>IRIS HRM</b> - Human Resource Management *	DOA-DOF / DOA-DOP-EPIC / LEG AUDIT
<b>SECURE REPORTS</b> ( <i>Reports in these folders are read-only</i> ) <b>FINANCIAL      HRM      PAYROLL <sup>1</sup>      DEPT HR <sup>2</sup></b> <i>D98/D99 Users granted access to all Departments</i>	<i><sup>1</sup> PAYROLL folder is limited to Payroll staff only, <sup>2</sup> DEPT HR folder is limited to Dept HR staff only.</i>
<b>AKPAY</b> - Legacy Payroll *	DOA-DOF / DOA-DOP&LR
<b>AKSAS</b> - Legacy Financial <b>UNCLASSIFIED (PUBLIC) -- OR-- SENSITIVE (CONFIDENTIAL)</b>	N/A
<b>WORKPLACE ALASKA</b> - Legacy Recruitment	DOA-DOP&LR

<sup>1</sup> IRIS HRM, SECURE REPORTS (PAYROLL), and AKPAY Data Sources require approval from DOA-DOF Payroll Manager below.

<sup>2</sup> SECURE REPORTS (DEPT HR) and WORKPLACE ALASKA Data Sources require approval from DOP EPIC Manager below.

## SIGNATURES

### Employee

I have read the attached Alaska State Statutes that pertain to the disclosure of information acquired in the course of official duties. I agree to limit my use of ALDER to state business purposes and to provide stewardship over the information provided to others. For information deemed Sensitive, I am aware that use of confidential information in a manner not connected with the performance of my duties is a class A misdemeanor. I agree not to share my sign on ID and password with other people.

PRINTED LEGAL NAME	SIGNATURE	DATE
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### Agency Appointing Authority / Security Contact Approval

PRINTED LEGAL NAME	SIGNATURE	DATE
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**If a restricted data source(s) is selected, the DOF Systems Security Team will work with authorized staff for additional approvals below.**

#### DOA-Division of Finance Payroll Manager Approval

*REQUIRED IF THE DATA SOURCE IS IRIS HRM,  
SECURE REPORTS (PAYROLL) or AKPAY.*

PRINTED LEGAL NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

#### DOA-DOP EPIC Manager Approval

*REQUIRED IF THE DATA SOURCE IS  
SECURE REPORTS (DEPT HR) or WORKPLACE ALASKA.*

PRINTED LEGAL NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_



## ALDER USER AFFIDAVIT INSTRUCTIONS

GENERAL INFORMATION	INSTRUCTIONS
REQUEST	<p><b>REQUIRED.</b> Select Request Type.</p> <ul style="list-style-type: none"> <li>• SELECT Add for a new user within a department.</li> <li>• SELECT Update to change the access for a user within a department. Do NOT use Update when the user had access but has changed departments. User IDs are inactivated when a departmental change occurs.</li> </ul>
AGENCY	<b>REQUIRED.</b> SELECT agency/department number.
EMPLOYEE NAME	<b>REQUIRED.</b> Enter the user's full name.
PCN	<b>REQUIRED.</b> Enter the user's Position Control Number (PCN).
EMPL ID NUM	<b>REQUIRED.</b> Enter the user's six-digit employee number (Emp #).
EMPL USER ID (LDAP/AD)	<b>REQUIRED.</b> Enter the user's LDAP ID (User ID).
LEVEL OF ACCESS REQUESTED	
ACCESS LEVEL	INSTRUCTIONS
	<b>SELECTION REQUIRED</b>
REPORT VIEWER (VIEW ONLY)	<p>Select this option to allow the user to:</p> <ul style="list-style-type: none"> <li>• Run, refresh, and schedule reports in enterprise, departmental internal, public, favorites, and user's inbox folders.</li> <li>• Receive sections of scheduled reports.</li> <li>• Change display but not content.</li> </ul>
INTERACTIVE USER	<p>Select this option to allow the user to REPORT VIEWER Viewer access, plus:</p> <ul style="list-style-type: none"> <li>• Drag and drop fields onto a report from a list of objects.</li> <li>• Change the sort, filter, and add new sections and breaks to a report.</li> <li>• Create different views of data (i.e. Charts).</li> </ul>
REPORT DEVELOPER	<p>Select this option to allow the user to INTERACTIVE USER access, plus:</p> <ul style="list-style-type: none"> <li>• Create new reports.</li> <li>• Perform quality assurance and certify developed department reports prior to being deployed.</li> <li>• Develop ad-hoc agency reports.</li> </ul>
AGENCY ADVOCATE	<p>Select this option to allow the user to REPORT DEVELOPER access, plus:</p> <ul style="list-style-type: none"> <li>• Responsibility for two-way communication between the department and the ALDER project team.</li> <li>• Serve as the first line of help desk support for department ALDER users.</li> <li>• Responsibility for maintaining department folder structure within ALDER such as creating and deleting departmental folders, subfolders, and reports.</li> </ul>



**ALDER USER AFFIDAVIT INSTRUCTIONS**

SECURITY REQUESTED	
INSTRUCTIONS	
DATA SOURCE	DESCRIPTION
<b>IRIS FIN/PRO (FINANCIAL / PROCUREMENT)</b>	Select this option if the user has a business need to view and report on financial/ procurement data from the IRIS Financial/Procurement application.
<b>IRIS HRM (HUMAN RESOURCE MANAGEMENT)</b>  <i>Request requires approval by DOA-Division of Finance Payroll Manager or designee</i>	This data source is reserved for Department of Administration, Division of Finance and Division of Personnel and Labor Relations Employee Planning and Information (EPIC), and Division of Legislative Audit staff only. Select this option if the user has a business need to view and report on payroll and human resource data from the IRIS Human Resource Management (HRM) application.
<b>SECURE REPORTS - FINANCIAL</b>	This data source is currently unused and not available for selection.
<b>SECURE REPORTS - HRM</b>	This data source is available for department selection. It includes Enterprise Reports published by the Department of Administration, ALDER Programming Team. This folder will be locked down from other ALDER users because of the sensitive nature of the information in the reports. Examples of reports found in this folder include the <b>Account Route Report</b> . Users will only be allowed to view reports in this folder and cannot make any modifications to the reports. Some reports may include report prompts to allow the user to filter the data.
<b>SECURE REPORTS - PAYROLL</b>  <i>Request requires approval by DOA-Division of Finance Payroll Manager or designee</i>	This data source is available for department selection but is limited to Payroll Staff only. It includes Enterprise Reports published by the Department of Administration, ALDER Programming Team. This folder will be locked down from other ALDER users because of the sensitive nature of the information in the reports. Examples of reports found in this folder will include the <b>PERS Verifications</b> and <b>AMHS COLD</b> report. Users will only be allowed to view reports in this folder and cannot make any modifications to the reports. Some reports may include report prompts to allow the user to filter the data.
<b>SECURE REPORTS - DEPT HR</b>  <i>Request requires approval by DOA-Division of Personnel EPIC Manager or designee</i>	This data source is available for department selection but is limited to Department HR Staff only. It includes Enterprise Reports published by the Department of Administration, ALDER Programming Team. This folder will be locked down from other ALDER users because of the sensitive nature of the information in the reports. Examples of reports found in this folder will include the <b>MAD</b> and <b>Employee</b> report. Users will only be allowed to view reports in this folder and cannot make any modifications to the reports. Some reports may include report prompts to allow the user to filter the data.
<b>AKPAY (LEGACY PAYROLL)</b>  <i>Request requires approval by DOA-Division of Finance Payroll Manager or designee</i>	<p>This data source is reserved for Department of Administration, Division of Finance and Division of Personnel and Labor Relations staff only.</p> <p>Select this option if the user has a business need to view and report on payroll and human resource data from the AKPAY legacy payroll system.</p>
<b>AKSAS (LEGACY FINANCIAL)</b>	<p>Select this option if the user has a business need to view and report on accounting and fiscal data from the AKSAS legacy accounting system. Data access is limited to:</p> <ul style="list-style-type: none"> <li>Unclassified (Public)- Select this option if the user has a business need to view the majority of financial data from AKSAS.</li> <li>Sensitive (Confidential)- Selection this option if the user has a business need to view SSNs on vendor (PVN) records or have access to details of a warrant that were deemed confidential.</li> </ul>



**ALDER USER AFFIDAVIT INSTRUCTIONS**

SECURITY REQUESTED (continued)	
INSTRUCTIONS	
DATA SOURCE	DESCRIPTION
<b>WORKPLACE ALASKA (LEGACY RECRUITMENT)</b>  <i>Request requires approval by DOA-Division of Personnel EPIC Manager or designee</i>	This data source is reserved for HR staff only.  Select this option if the user has a business need to view and report on recruitment related data from the WorkPlace Alaska legacy recruitment system, including: <ul style="list-style-type: none"> <li>• Applicants' Names</li> <li>• Loss of Eligibility Information</li> <li>• Military Service Information</li> <li>• Injured Worker and Layoff Information</li> <li>• Applicant Employment History</li> <li>• Applicant ID or SSN</li> </ul>

SIGNATURES	INSTRUCTIONS
<b>EMPLOYEE SIGNATURE</b>	
Printed Legal Name	<b>REQUIRED.</b> Type or print the user legal name legibly.
Signature	<b>REQUIRED.</b> Signature of the person who will be given access to ALDER. Make certain they have received a copy of the Alaska Statutes regarding disclosure of confidential information before they sign.
<b>AGENCY APPOINTING AUTHORITY / SECURITY CONTACT APPROVAL SIGNATURE</b>	
Printed Legal Name	<b>REQUIRED.</b> Type or print the Agency Appointing Authority or Security Contact legal name legibly.
Signature	<b>REQUIRED.</b> Signature of a person designated by the department with Agency Appointing Authority or Security Contact authorization.

DISTRIBUTION	INSTRUCTIONS
Agency	Send the form to the Division of Finance via: <ul style="list-style-type: none"> <li>• Email: <a href="mailto:doa.dof.system.security@alaska.gov">doa.dof.system.security@alaska.gov</a></li> </ul> Division of Finance notifies the ALDER Authorized Security Contact, Agency Advocate, and the user by email when access to ALDER has been provided.

**NOTE: Scanned copies must be legible. Illegible forms will be returned and requested again.**