

Faculty, Staff, Employees, and Student Employees: Go to UAOnline at uaonline.alaska.edu and log in with your UA ID and UAOnline PIN.

Once you are logged in you will come to the main menu. Click on Employee Services.

The screenshot shows the UAOnline main menu. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student Services & Account Information', 'Financial Aid', 'Employee', and 'Finance'. The 'Employee' tab is selected. Below the navigation bar, there is a welcome message: 'Welcome, [redacted] to UAOnline! Last web access on May 22, 2009 at 11:04 am'. The main content area lists several service categories, each with a small icon and a brief description. The 'Employee Services' category is circled in red. Below the list, there is a 'Return to Homepage' link.

UAOnline

Personal Information Student Services & Account Information Financial Aid Employee Finance

SITE MAP HELP EX

Welcome, [redacted] to UAOnline!
Last web access on May 22, 2009 at 11:04 am

Student Services & Account Information
Apply for Admission, Register, View your academic records (Transcripts, Grades, etc.) and sign up for Direct Deposit Services

Financial Aid
Check overall status of financial aid; review messages, outstanding requirements, award and loan information, cost of attendance, satisfactory academic progress eligibility; email financial aid office.

Employee Services
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Personal Information
View or update your address(es) & phone number(s). View name change & social security number change information; Change your PIN; Look up your UA ID.

Financial Information
Direct Deposit Services

Return to Homepage

Then you will come to this screen. Click on Employee E-Learning.

Employee Services

ATTENTION UA EMPLOYEES

2008 W-2 Wage and Tax Statement

The 2008 IRS compliant W-2 Tax statement is now available from the "Tax Forms" menu below.

During calendar year 2009, the University of Alaska will pay 27 pay periods instead of the normal 26 pay periods. We encourage you to review your current [W-4 tax exemptions/allowances](#) and any [tax-deferred annuity enrollments](#) you have through the University to take into account this additional pay period if appropriate. For tax-related advice or questions, please contact the IRS or your tax advisor; University employees cannot provide any tax-related advice. For all other questions, please contact your [campus Human Resources office](#).

Benefits and Deductions

View your retirement plans, health insurance information, flex spending accounts, miscellaneous deductions, and open enrollment information.

Pay Information

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms

View W-4 information, W-2 Form, and [Contact Information](#) for tax forms.

Current and Past Jobs

Time Off Current Balances and History

View your [Leave Usage](#) and Balances or [Annual Leave Cash-In Program](#) details.

Employee E-Learning

From here click on FERPA Online Training.

UAOnline

Personal Information Student Services & Account Information Financial Aid **Employee** Finance

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT


SkillSoft
A link to the external SkillSoft online learning system

FERPA Online Training

RELEASE: 7.3.3

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SUNGARD HIGHER EDUCATION

When the screen below appears you are ready to start the training.

 UNIVERSITY of ALASKA

FERPA Online Training

GUIDELINES

- Introduction and Training Goals
- How to Complete this Module
- Buckley Amendment
- Student Rights under FERPA
- Students' Access
- Limitations on Student Access
- Release of Directory Information
- Academic Standing
- Identifiable Information
- Legitimate Educational Interest
- Posting Grades
- Feedback to High Schools
- Parents' Rights
- Requests and Disclosures
- Law Enforcement
- Subpoenas
- Crisis Situations
- Releasing Information by Phone
- Military Recruiting
- Letters of Recommendation
- Admitted vs. Enrolled Students
- Rights after Ceasing Attendance
- Student Directories
- Students' Rights to Review
- Quiz

Introduction and Training Goals

This online training module is designed to provide you with information regarding the law and how it affects you as a University employee. In this module, you'll see example scenarios of different situations that may occur when addressing requests for student information.

Privacy and confidentiality of personal and educational information is not a new concept in the academic setting. The Family Educational and Privacy Act of 1974 (FERPA) provides specific guidelines for protecting the information in student education records.

In this module we examine what we currently do in the work environment to ensure information confidentiality and privacy, and highlight where FERPA strengthens our current University practices. We want to equip you with enough tools to protect the University and yourself against the liability of improper use or disclosure of protected student information to another party.

After completing this online training, if you encounter a situation where you are uncertain on how to respond to a request for protected student information, please ask your Registrar's Office.

The material presented in this module comes from the American Association of Collegiate Registrars (AACRAO).