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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
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September 24, 2019

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2019-032

To: All Line Departments/Agencies and Autonomous Agencies

From: Director, Department of Administration

Subject: **Policy Update – Security Access Requests for Authorization**

Buenas yan Hafa Adai! Recent Internal Policy Updates have been implemented within the Department of Administration's Division of Accounts retroactively **effective January 01, 2019** regarding all requests for access to the DOA Financial Management System (FMS). The Payroll Access request has been recently updated as well. Please comply with the following:

1) Form AS400ID: Request for Financial Management System Access

- a. Access for only positions classified as "*Administrative, Accounting and Related Professional and Technical*", as defined by Class Codes 2.000 thru 2.899 in the **Government of Guam Competitive Wage Act of 2014 (CWA2014)** will be accepted.
 - i. To verify the position class code(s), refer to the CWA2014 or visit the DOA Human Resources Division's Classification and Pay Branch web page at <http://hr.doa.guam.gov/branches/>.
- b. Requests for FMS Access for positions other than those identified by item #1 above must have a "Letter of Justification" signed by the Department/Agency head justifying the need for the employee to access the DOA FMS.
- c. Incomplete, unsigned requests and/or outdated application forms will be returned to the submitting department/agency.

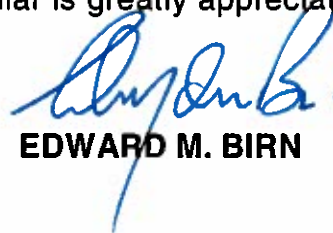
2) Form ACC-PYI001: Payroll “PAYTK” Timekeeping Access Authorization

- a. Agencies and Departments can **ONLY** designate **ONE (1) Primary Timekeeper** and **ONE (1) Alternate Timekeeper**.
 - i. Agencies needing more than two timekeepers must obtain clearance from the Chief Payroll Officer **PRIOR** to submission of request.
- b. Incomplete, unsigned requests and/or outdated application forms will be returned to the submitting department/agency.

All requests must be prepared using the updated forms indicated on items #1 and #2 above. The forms are available for download from the DOA Division of Accounts web page at <http://da.doa.guam.gov/forms/>.

Should you have any questions for need assistance concerning this Circular, please do not hesitate to contact Ms. Anita Arile, at 475-1115 or email at anita.arile@doa.guam.gov.

Your assistance in complying with this Circular is greatly appreciated. Si Yu’os M’ase.



EDWARD M. BIRN

Attachments:

**DEPARTMENT OF ADMINISTRATION
REQUEST FOR FINANCIAL MANAGEMENT SYSTEM ACCESS**

Agency/Department: _____

Employee Name: _____
LAST FIRST M.I.

Position Title: _____

Email Address: _____

Contact No(s): _____

- New User
- Additional Access
- Delete Old User

BASIC BROWSE (INCLUDES THE FOLLOWING)

- Appropriation Records
- Budget Allotment Records
- Encumbrance Records
- Transaction Records
- Reference Files
- Closed Period Records
- Prior Years Records

ADDITIONAL MODULES *(Task Specific)*

- General Ledger Records
- Revenue Records
- Federal Grants (FGIA) Sub-ledger
- Fixed Assets (Property Management)
- Customs & Quarantine Sub-ledger

*** FOR DOA ACCOUNTING ONLY ***

- Accounting Data Entry Menu
- Accounts Payable Records
- A/R Menu
- Misc. Receivables / Payables Menu
- Fixed Assets System Menu
- Vehicle Management System Menu
- Accounting Reports Menu
- Reference Files Menu
- Treasurer of Guam payments / DOA TPS
- Accounts Establishment (DOA only)

*** FOR BBMR ONLY ***

- Appropriation / Allotment Releases (BBMR)

Conditions and acceptance of User ID and Password by employee: The User ID/Password is authorized for the employee's exclusive use & is Government property. This password must be safeguarded and protected from unauthorized persons. Use of the User ID/Password by other than the employee is an unauthorized use and could be prosecuted under Guam law.

Signature of /Acceptance by EMPLOYEE

*** DOA APPROVING OFFICIALS ***

Chief Financial Officer, DOA DIVISION OF ACCOUNTS

APPROVED DISAPPROVED

APPROVED DISAPPROVED

Signature of DEPARTMENT / AGENCY HEAD

Director, DEPARTMENT OF ADMINISTRATION

FOR DIVISION OF ACCOUNTS USE ONLY

FORM AS400ID
(Updated 09/2019)

User I.D. / Password: _____
Date Established / By: _____

This form is not to be modified in any manner and is not valid unless presented in original form.



**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIVISION OF ACCOUNTS
(Dibision Kuenta)
PAYROLL BRANCH
(Seksion Sueto)

Telephone (Telifon): (671) 475-1195 Ñ Fax (Faks): (671) 472-9794



PAYROLL "PAYTK" TIMEKEEPING ACCESS AUTHORIZATION

Date: _____

To: **CHIEF PAYROLL OFFICER**

Subject: Request for Payroll/Timekeeper Menu Authorization.

Check One User: New User Delete (old) User

Check One Role: Primary Timekeeper Alternate Timekeeper

Dept. / Div. No(s): _____

Employee Name: _____
Last First M.I.

Contact Number(s): _____ Email Address: _____

User Agreement and Acceptance:

User will be granted access to the PAYTK Payroll Menu Screen. Its sole purpose is for browsing payroll data and entering employee payroll work time information only. User ID and password must be protected at all times. Sharing and/or tampering of user id and password to any unauthorized personnel is strictly prohibited. Violation may result in prosecution under Federal or Guam Law.

Employee Signature

Requesting Department/Agency Head Name and Signature

| DOA USE ONLY | |
|--|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| _____ Chief Payroll Officer, Department of Administration | _____ Director, Department of Administration |