



**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIVISION OF ACCOUNTS
(Dibision Kuenta)
PAYROLL BRANCH
(Seksion Sueto)

Telephone (Telifon): (671) 475-1195 • 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