



EDWARD M. BIRN

Director (Direktot)

BERNADINE C. GINES

Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE

(Ufisinan Direktot)

Telephone (Telifon): (671) 475-1101/1250 • Fax (Faks): (671) 477-6788



LOURDES A. LEON GUERRERO

Governor (Maga'hága)

JOSHUA F. TENORIO

Lt. Governor (Sigundo Maga'láhi)

November 8, 2021

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2022-005

To All Line Departments/Agencies and Autonomous Agencies

From: Director

Subject: **Financial Management information System User ID Update**

Buenas yan Háfa Adail Department of Administration (DOA) is requesting your immediate attention in identifying and submitting a list of your department/agency's Financial Management information System (FMIS) User Identifications (IDs). This list must comply with DOA Organizational Circular #2019-032 (attached).

The list must be submitted in the following format:

- ▶ **User ID – Employee Name – Employee Title - Employee Status** (i.e., active, retired, resigned, other).

The deadline to submit your department/agency's list to the Department of Administration is 5:00 p.m. on Friday, November 19, 2021.

Missing or incomplete information will result in the delay and/or denial of future FMIS Security Access Requests.

Should you have any questions or need assistance concerning this Circular, please do not hesitate to contact Ms. Anita Arile, at 671-475-1115 or email at Anita.Arile@doa.guam.gov.

Your assistance in complying with this Circular is greatly appreciated. ***Si Yu'os Ma'ase.***


EDWARD M. BIRN

Attachment



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.

DOA Organizational Circular No.: 2019-032
RE: Policy Update – Security Access Requests for Authorization
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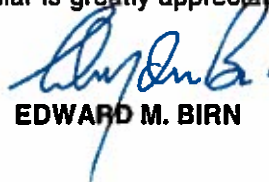
2) Form ACC-PYI001: Payroll "PAYTK" Timekeeping Access Authorization

- 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: