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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
(Ufisinan Direktot)

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LOURDES A. LEON GUERRERO
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JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

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- c. Incomplete, unsigned requests and/or outdated application forms will be returned to the submitting department/agency.

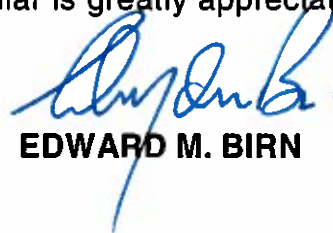
2) Form ACC-PYI001: Payroll “PAYTK” Timekeeping Access Authorization

- 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- b. Incomplete, unsigned requests and/or outdated application forms will be returned to the submitting department/agency.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

APPROVED DISAPPROVED

 Signature of DEPARTMENT / AGENCY HEAD

*** DOA APPROVING OFFICIALS ***

 Chief Financial Officer, DOA DIVISION OF ACCOUNTS

APPROVED DISAPPROVED

 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

POSITION TITLE	CLASS CODE
ACCOUNTABILITY AUDITOR I	2.350
ACCOUNTABILITY AUDITOR II	2.351
ACCOUNTABILITY AUDITOR III	2.352
ACCOUNTABILITY DIRECTOR	2.355
ACCOUNTANT I	2.330
ACCOUNTANT II	2.331
ACCOUNTANT III	2.332
ACCOUNTING MANAGER	2.376
ACCOUNTING TECHNICIAN I	2.320
ACCOUNTING TECHNICIAN II	2.321
ACCOUNTING TECHNICIAN III	2.322
ACCOUNTING TECHNICIAN SUPERVISOR	2.325
ACCREDITATION COORDINATOR	2.155
ADMINISTRATIVE OFFICER	2.010
ADMINISTRATIVE SERVICES AND BENEFITS SUPERVISOR	2.505
ADMINISTRATIVE SERVICES OFFICER	2.030
ASSISTANT ECONOMIST	2.371
ASSISTANT PERSONNEL SERVICES ADMINISTRATOR (DOA)	2.567
ASSISTANT TREASURER OF GUAM	2.315
ASSOCIATE ECONOMIST	2.732
ATTORNEY LEVEL I	2.825
ATTORNEY LEVEL II	2.826
ATTORNEY LEVEL III	2.827
ATTORNEY LEVEL IV	2.828
ATTORNEY LEVEL V MANAGING ATTORNEY	2.830
AUDITOR I	2.360
AUDITOR II	2.361
AUDITOR III	2.362
AUDITOR IV (GDOE)	2.393
BUDGET & MANAGEMENT ANALYST I	2.040
BUDGET & MANAGEMENT ANALYST II	2.041
BUDGET & MANAGEMENT ANALYST III	2.042
BUDGET & MANAGEMENT ANALYST IV	2.043
BUDGET ANALYST	2.005
BUDGET AND MANAGEMENT ADMINISTRATOR	2.045
BUDGET AND MANAGEMENT ANALYST SUPERVISOR	2.044
BUSINESS TAX SERVICE SPECIALIST I	2.404
BUSINESS TAX SERVICE SPECIALIST II	2.405
BUSINESS TAX SERVICE SUPERVISOR	2.406
CEO-COMMISSIONERS COUNCIL	2.033
CHAMORRO VILLAGE MANAGER	2.142
CHIEF AUDITOR	2.365
CHIEF AUDITOR (GDOE)	2.392
CHIEF ECONOMIST	2.738
CHIEF OF ADMINISTRATION	2.032
CHIEF OF OPERATIONS (PUBLIC WORKS/PUAG)	2.136
CHIEF PUBLIC HEALTH OFFICER	2.140
COMMISSION COORDINATOR	2.147
COMPUTER PROGRAMMER I	2.615
COMPUTER PROGRAMMER II	2.616
COMPUTER PROGRAMMER III	2.617
COMPUTER SYSTEMS ANALYST I	2.621
COMPUTER SYSTEMS ANALYST II	2.622

POSITION TITLE	CLASS CODE
CONSUMER ADVOCATE ADMINISTRATOR	2.118
CONTROLLER (DOA)	2.372
CONTROLLER (RETIREMENT)	2.370
CRIMINAL INVESTIGATION SUPERVISOR	2.442
CUSTOMER SERVICE MANAGER	2.037
DATA PROCESSING MANAGER (AUTONOMOUS AGENCY)	2.630
DATA PROCESSING MANAGER (DOA)	2.636
DATA PROCESSING SUPERVISOR	2.625
DATA PROCESSING SYSTEM ADMINISTRATOR	2.635
DEPUTY COMMISSIONER OF REVENUE & TAXATION	2.450
DEPUTY FINANCIAL MANAGER - DEPARTMENT OF ADMINISTRATION	2.371
DISCLOSURE OFFICER	2.460
DRUG-FREE WORKPLACE PROGRAM COORDINATOR	2.506
ELECTRONIC DATA PROCESSING SUPERVISOR (TAX)	2.412
EMERGENCY MEDICAL SERVICES ADMINISTRATOR	2.135
EMPLOYEE DEVELOPMENT SPECIALIST I	2.585
EMPLOYEE DEVELOPMENT SPECIALIST II	2.586
EMPLOYEE DEVELOPMENT SPECIALIST III	2.587
EMPLOYEE MANAGEMENT RELATIONS OFFICER I (DOA)	2.547
EMPLOYEE MANAGEMENT RELATIONS OFFICER II (DOA)	2.548
EQUAL EMPLOYMENT OPPORTUNITY OFFICER	2.530
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST	2.525
EXECUTIVE BOARD ADMINISTRATOR - PROFESSIONAL ENGINEERS, ARCHITECTS, AND LAND SURVEYORS (PEALS) BOARD	2.031
FAMILY SUPPORT GROUP COORDINATOR (DEPARTMENT OF MILITARY AFFAIRS)	2.105
FEDERAL PROGRAMS ADMINISTRATOR	2.185
FEDERAL PROGRAMS EXAMINER I	2.124
FEDERAL PROGRAMS EXAMINER II	2.125
FINANCIAL MANAGER (DOA)	2.371
FINANCIAL-AFFAIRS-OFFICER (PUAG)	2.337
GEOGRAPHIC INFORMATION SYSTEM/LAND INFORMATION SYSTEM MANAGER	2.335
GUAM HISTORIC PRESERVATION OFFICER	2.503
GUAM VETERANS CEMETERY ADMINISTRATION OFFICER	2.504
HEAVY EQUIPMENT MECHANIC I	2.139
HOSPITAL CLINICAL/SYSTEMS SUPPORT SPECIALIST I	2.689
HOSPITAL CLINICAL/SYSTEMS SUPPORT SPECIALIST II	2.690
HOSPITAL CLINICAL/SYSTEMS SUPPORT SPECIALIST III	2.691
HOSPITAL CLINICAL/SYSTEMS SUPPORT SUPERVISOR	2.692
INCOME TAX PROCESSING SUPERVISOR	2.130
INCOME TAX SERVICE SPECIALIST II	2.411
INCOME TAX SERVICE SPECIALIST III	2.408
INDEPENDENT MONITORING UNIT ADMINISTRATOR	2.409
INDUSTRIAL HYGIENIST	2.410
INTERNAL INVESTIGATION AGENT	2.127
INVASIVE SPECIES COORDINATOR	2.110
JUNIOR ECONOMIST	2.730
JUNIOR PROGRAMMER ANALYST	2.647
JUNIOR SYSTEMS PROGRAMMER	2.730
KEYPUNCH OPERATOR I	2.648
KEYPUNCH OPERATOR II	2.624
LEGAL CLERK II	2.834
LEGAL SECRETARY I	2.805
LEGAL SECRETARY II	2.806
LICENSE SUPERVISOR (REVENUE & TAXATION)	2.201

POSITION TITLE	CLASS CODE
LICENSED PRACTICAL NURSE I	2.202
LICENSED PRACTICAL NURSE II	2.203
MANAGEMENT ANALYST III	2.020
MANAGEMENT ANALYST IV	2.021
MANAGEMENT INFORMATION SYSTEMS (MIS) COORDINATOR	2.022
MANAGING ACCOUNTABILITY AUDITOR	2.354
MARINE TECHNICIAN I	2.023
MARINE TECHNICIAN II	2.660
MEDICAL LABORATORY TECHNICIAN I	2.133
MENTAL HEALTH & SUBSTANCE ABUSE TRAINING COORDINATOR	2.137
PARALEGAL II	2.811
PERSONNEL ASSISTANT I	2.500
PERSONNEL ASSISTANT II	2.501
PERSONNEL MANAGEMENT ADMINISTRATOR	2.575
PERSONNEL MANAGEMENT ANALYST I	2.570
PERSONNEL MANAGEMENT ANALYST II	2.571
PERSONNEL MANAGEMENT ANALYST III	2.572
PERSONNEL OFFICER	2.540
PERSONNEL SERVICES ADMINISTRATOR (AUTONOMOUS AGENCY)	2.559
PERSONNEL SERVICES ADMINISTRATOR (DEPARTMENT OF ADMINISTRATION)	2.568
PERSONNEL SPECIALIST I	2.535
PERSONNEL SPECIALIST II	2.536
PERSONNEL SPECIALIST III	2.537
PERSONNEL SPECIALIST IV	2.538
PRODUCER DIRECTOR	2.120
PROGRAM COORDINATOR I	2.121
PROGRAM COORDINATOR II	2.122
PROGRAM COORDINATOR III	2.123
PROGRAM COORDINATOR IV	2.148
PROGRAM DIRECTOR	2.640
PROGRAMMER ANALYST I	2.641
PROGRAMMER ANALYST II	2.642
PSYCHOMETRIST	2.138
PUBLIC HEALTH NUTRITION SPECIALIST	2.520
QUALITY IMPROVEMENT COORDINATOR	2.034
REAL PROPERTY TAX ADMINISTRATOR	2.015
RECORDS MANAGEMENT OFFICER	2.017
REFRIGERATION MECHANIC SUPERVISOR	2.230
REGULATORY EXAMINER I	2.231
REGULATORY EXAMINER II	2.235
REGULATORY EXAMINER SUPERVISOR	2.237
REGULATORY PROGRAMS ADMINISTRATOR	2.436
RESEARCH & APPEALS ADMINISTRATOR	2.435
RESEARCH & APPEALS OFFICER	2.723
RESEARCH AND STATISTICS ADMINISTRATOR	2.720
RESEARCH AND STATISTICS ANALYST I	2.721
RESEARCH AND STATISTICS ANALYST II	2.523
RETIREMENT BENEFIT SPECIALIST III	2.345
RETIREMENT BENEFITS PROGRAM ADMINISTRATOR	2.420
RETIREMENT INVESTMENT SPECIALIST	2.421
REVENUE AGENT I	2.422
REVENUE AGENT II	2.423
REVENUE AGENT III	2.414

POSITION TITLE	CLASS CODE
REVENUE AGENT IV	2.415
REVENUE OFFICER I	2.416
REVENUE PROTECTION UTILITY ANALYST	2.072
SENIOR CITIZENS ADMINISTRATOR	2.733
SENIOR CITIZENS ASSISTANT ADMINISTRATOR	2.644
SENIOR ECONOMIST	2.641
SOLID WASTE MANAGEMENT SUPERINTENDENT	2.145
SPEECH/LANGUAGE PATHOLOGIST SUPERVISOR	2.623
STATISTICAL TECHNICIAN II	2.715
STATISTICAL TECHNICIAN SUPERVISOR	2.716
SUPERVISING ACCOUNTABILITY AUDITOR	2.353
SURVEYOR (REGISTERED)	2.622
SURVEYOR SUPERVISOR	2.645
SYSTEMS AND PROGRAMMING ADMINISTRATOR	2.633
SYSTEMS PROGRAMMER	2.443
SYSTEMS SUPPORT ADMINISTRATOR	2.444
TAX ACCOUNTING TECHNICIAN I	2.445
TAX ACCOUNTING TECHNICIAN II	2.446
TAX ACCOUNTING TECHNICIAN III	2.418
TAX ACCOUNTING TECHNICIAN SUPERVISOR	2.419
TAX AUDITOR I	2.417
TAX AUDITOR II	2.448
TAX COLLECTION SUPERVISOR	2.425
TAX ENFORCEMENT PROGRAM ADMINISTRATOR	2.440
TAX EXAMINATION SUPERVISOR	2.441
TAX INVESTIGATOR ASSISTANT	2.439
TAX INVESTIGATOR I	2.400
TAX INVESTIGATOR II	2.401
TAX TECHNICIAN I	2.402
TAX TECHNICIAN II	2.413
TERRITORIAL PARK PATROL RECRUIT	2.580
TERRITORIAL PARK PATROL SUPERINTENDENT	2.581
TERRITORIAL PRINCIPAL TAX ATTORNEY (Please see Attorney Level 1 thru 4)	2.582
TERRITORIAL REGISTRAR	2.583
TEST DEVELOPMENT AND VALIDATION SPECIALIST I	2.502
TEST EXAMINER	2.590
TRADES HELPER	2.316
UTILITY ACCOUNTANT TECHNICIAN I	2.387
UTILITY ACCOUNTANT TECHNICIAN III	2.389
UTILITY ACCOUNTING TECHNICIAN II	2.388
UTILITY AUDITOR I	2.383
UTILITY AUDITOR II	2.384
UTILITY AUDITOR III	2.385
UTILITY GENERAL ACCOUNTING SUPERVISOR	2.390
UTILITY PERSONNEL ASSISTANT I	2.509
UTILITY PERSONNEL ASSISTANT II	2.510
UTILITY SERVICES ADMINISTRATOR	2.059
VOLUNTEER SERVICES COORDINATOR	2.214
WAREHOUSE SUPERVISOR I	2.215
WAREHOUSE SUPERVISOR II	2.217
WEIGHTS & MEASURES TECHNICIAN	2.213