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2/26/24

February 27, 2024

**DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2024-033**

To: All Line Departments and Agencies

From: Director of Administration

Subject: Request to Submit Department/Agency Staffing Pattern

**RE: Quarterly Posting Pursuant to Public Law 37-42 (FY 2024 Budget Act)**

***Buenas yan Håfa Adai!*** Please be reminded that pursuant to Public Law 37-42, Chapter XIII Part II – General Administrative Provisions, Section 10(b) Government Staffing Pattern, all line departments and agencies are to submit their current Staffing Pattern (SP) Report to the Department of Administration for website posting at the end of each quarter of Fiscal Year 2024.

To ensure the timely posting of the report, please transmit the SP Report prepared in a Microsoft Excel file format, not pdf (labeled by Department/Agency and FY Quarter), to your primary HR contact no later than one week from the last day of each quarter. The SP Reports must be posted by the Department of Administration no later than 30 days after the end of each quarter. At a minimum, the SP Report must include the following:

- Name of every current employee;
- Position title;
- Most recent hire date;
- Pay Grade and step;
- Per Annum salary;
- Salary increment date;
- Funding source;
- Increment costs and benefits costs;
- Total gross salary and total gross benefits paid for during the quarter.

If you have any questions, please do not hesitate to contact the Classification and Pay Branch at 671-475-1174/1201/1265/1131. Thank you for your continued cooperation and support.

***Si Yu'os Ma'ase!***

EDWARD M. BIRN