


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Payroll Services	POLICY NO: AD-F-03	Page 1 of 1
RESPONSIBILITY: Financial Management Branch		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 06/15/2017	
	LAST REVIEWED/REVISED: 12/6/19	

PURPOSE:

The purpose of this policy is to outline the payroll processes of the Guam Behavioral Health & Wellness Center (GBHWC) providing a guideline to employees, thus ensuring efficiency and appropriateness.

POLICY:

As a line department of the Government of Guam, all payroll transactions are executed in accordance and guided by the Payroll Section of the Department of Administration (DOA).

PROCEDURE:

- A. Program supervisors submit employee schedules to the timekeeper along with leave forms and pertinent documents.
- B. The timekeeper inputs the employees' time and leave hours using the Gov Guam AS400 system and prints the generated timesheet making sure to attach leave forms and pertinent documents. The timesheets are then signed by all employees and their supervisors and resubmitted to the timekeeper by 12 PM Tuesday, following every payday.
- C. The timekeeper verifies that all timesheets and pertinent documents are correct and makes any corrections before packaging for certification. If any changes are made, the employee is informed of such changes.
- D. All timesheets and overtime reports are certified by the Certifying Officer then submitted to the Director for approval. Once approved, all timesheets are copied and submitted to DOA.
- E. On payday, the timekeeper prints direct deposit statements, and paper checks and check registers are received from DOA. These are then sorted and distributed to each employee.
- F. Labor cost distribution reports are printed, verified and filed.

REFERENCE:

Department of Administration. *Accounting Policies and Procedures*. Hagatna, Guam.



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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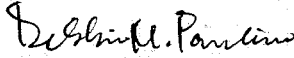
REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:


Policy Title: Payroll Services

Policy No: AD-F-03

Initiated by: Financial Management Branch

Date	Signature
11/13/2019	

Debbie Paulino
Administrative Officer

Date	Signature
12/15/19	

Carissa Pangelinan
Deputy Director