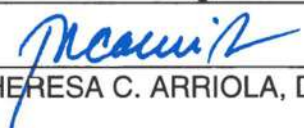


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Payroll Services	POLICY NO.: AD-F-03	Page 1 of 2
RESPONSIBILITY: Financial Management Branch		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 06/15/2017	LAST REVIEWED/REVISED: 12/06/2019 <i>12/13/22</i>

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, this 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).

RESPONSIBILITIES

- A. Employee
 - 1. Employee's responsibility is to complete and submit their timesheet and pertinent documents to their timekeeper within the timeframe set by their division.
- B. Division Timekeeper
 - 1. Ensure time/leave hours of employees are accurate prior to inputting in the AS400 financial system of Gov. Guam.
- C. Department's Primary Timekeeper/Financial Management Branch
 - 1. The FMB oversees the activities of the GBHWC's Payroll. The FMB Supervisor and the Department's Primary Timekeeper ensures activities are coordinated and that timesheets and supporting documents are prepared, approved, certified, and submitted to the Department of Administration (DOA), Payroll Division.

PROCEDURE

- A. Division Timekeeper
 - 1. Inputs employee's time/leave hours, etc., using the AS400 system of Gov Guam.
 - 2. Prints AS400 generated timesheet; attach leave form(s) and pertinent documents.
 - 3. Ensures signatures are complete on all documents (employees, supervisor, etc.), unless other arrangements are made.
 - 4. Prints time balance reports and verifies against timesheet/attachments.
 - 5. Prepares payroll reports as needed.
 - 6. Packages and submits to the Departments Primary Timekeeper Financial Management Branch (FMB) meeting deadline (12 p.m. Wednesday, following a payday).

7. Prepares payroll memorandums as needed and submits to the FMB for review, certification/approval.
- B. Departments Primary Timekeeper/FMB
1. Ensures that timesheets/pertinent documents are verified for accuracy after receipt from the divisions/programs.
 2. Makes change, corrections and package for certification.
 3. Communicates/coordinates with employee's timekeeper/supervisor and/or the employee for any changes, corrections, etc.
 4. Prepares and reviews payroll memorandums as needed and submits for certification/approval.
 5. Prepares payrolls reports as needed.
 6. Overtime reports are submitted, reviewed, and certified.
 7. Timesheets are copied and submitted to DOA.
 8. Receives paper checks/check register and prints direct deposit statements. Sorts and distributes to timekeepers/employee/supervisor on payday.
 9. Hard copies are filed neatly for easy retrieval (timesheets, pertinent documents, check register, etc.).
 10. Print, verify, and file labor cost distribution reports.

REFERENCES

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
11/4/22	


Debbie Paulino
Management Analyst II, Financial Management Branch

Date	Signature
11/4/2022	

Maelei Rose Sampson
Program Coordinator III – Human Resources Section

Date	Signature
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Management Analyst III – Medical Records Unit Supervisor

Date	Signature
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Leonora Urbano, MSN, RN-BC
Nursing Services Administrator

Date	Signature
11/14/2022	

Dr. Davina Lujan
Medical Director

Date	Signature
11-28-2022	

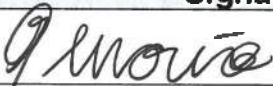
Marilyn Aflague
Administrative Services Officer, Patient Affairs Business Office



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

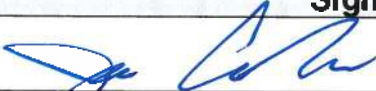
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Date	Signature
10/21/2022	

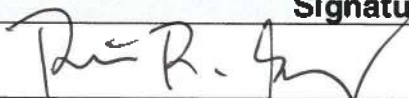
Luisa Tenorio

Technical Assistance Coordinator,
Regulatory Compliance/Quality Improvement

Date	Signature
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James Cooper-Nurse, Ph.D.

Child-Adolescent Services Division Administrator

Date	Signature
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Reina Sanchez, M.A.

Clinical Administrator

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Quenie-Mae T. Fisher

GBHWC Pharmacist

Date	Signature
12/13/22	

Carissa Pangelinan

Deputy Director