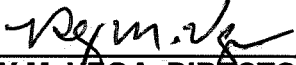


GUAM BEHAVIORAL HEALTH & WELLNESS CENTER		
TITLE: Payroll Services	POLICY NO: AD-F-03	Page 1 of 2
RESPONSIBILITY: Financial Management Branch		
APPROVED BY:  <u>REY M. VEGA, DIRECTOR</u>	EFFECTIVE: JUN 15 2017	
	LAST REVIEWED/REVISED:	

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).

RESPONSIBILITY:

Employee:

Employee's responsibility is to complete and submit their timesheet and pertinent documents to their timekeeper within the timeframe set by their Division.

Division Timekeeper:

Ensures time/leave hours of employees are accurate prior to inputting in the AS400 financial system of Gov. Guam

Department's Primary Timekeeper/Financial Management Branch:

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. Tuesday, 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 changes, corrections and package for certification.
3. Communicates/coordinates with employee 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 payroll 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/employees on payday.
9. Hard copies are filed neatly for easy retrieval (timesheets, pertinent documents, check register, etc.).
10. Print and file labor cost distribution reports.

REFERENCE:

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

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

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

Policies and Procedure

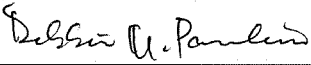
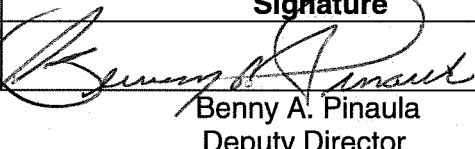
Submitted by: Debbie Paulino

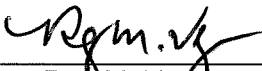
Protocol/Form

Policy No: AD-F-03

Bylaws

Title: Payroll Services

Reviewed/Endorsed	Date	Signature
	6/15/17	
Title	Name Title	
	Debbie Paulino Administrative Officer	
Reviewed/Endorsed	Date	Signature
	JUN 15 2017	
Title	Name Title	
	Benny A. Pinaula Deputy Director	

Reviewed/Endorsed	Date	Signature
	JUN 15 2017	
Title	Name Title	
	Rey M. Vega Director	