



EDWARD M. BIRN
Director (Direktot)

EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

April 03, 2020

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2020- 011

MEMORANDUM

To: All Line Department and Agency Heads and employees
From: Director, Department of Administration
Subject: **Mandatory Direct Deposit**

Buenas yan Håfa Adai! In order to process payroll in the most efficient and economic manner, the Department of Administration (DOA) requires all employees, including temporary hires, participants under the Department of Labor's Workforce Innovation and Opportunity Act (WOIA) / Senior Community Service Employment Program (SCSEP) and all new employees shall enroll in direct deposit of their payroll checks to their checking or savings account. There are currently 300 employees from the various departments/agencies who are not currently enrolled in direct deposit.

Electronic payments for employee payroll lowers costs and increases security for both the employee and the government of Guam and helps to protect our environment through the elimination of paper checks. Some of the advantages of having a direct deposit are: Your payroll check is in your bank account on pay day morning – on time, every time; you won't have to worry about being away from home on payday, or waiting in lines at the bank or credit union to deposit or to cash your check. Electronic payment through traditional direct deposit provides a fast, convenient and inexpensive way to process your paycheck.

Please complete the enclosed direct deposit form, include a voided check or deposit ticket and return both to the Department of Administration's, Payroll Section no later than **Friday, April 10, 2020**. Once this information has been submitted to Payroll, you will receive one more paper check, which you will need to take to the bank and cash/deposit. All further payroll checks will be directly deposited into your account. Any changes (i.e., closing accounts, transferring accounts to a different bank) must be reported to the Payroll Section immediately. Any delay in notifying Payroll of account changes, may delay your paycheck.

Should you have any questions, please contact the Department of Administration, Payroll Section at 475-1195 or 475-1268. ***Dångkolo na Agradesimiento!***


EDWARD M. BIRN

Attachment



GOVERNMENT OF GUAM
 (GUBETNOMENTON GUAHAN)
DEPARTMENT OF ADMINISTRATION
 (DIPATTAMENTON ATMENESTRASION)
PAYROLL SECTION
 (SEKSION SUETO)
 Post Office Box 884; Hagåtña, Guam 96932
 Tel: (671) 475-1195/1268 ~ Fax: (671) 472-9794

AUTHORIZATION AGREEMENT FOR AUTOMATIC (DIRECT) DEPOSIT

EMPLOYEE'S NAME		SOCIAL SECURITY NUMBER
LAST, FIRST, MI		
MAILING ADDRESS		DEPT / AGENCY
PO / ST NAME, CITY, STATE, ZC		
EMPLOYEE'S CONTACT NUMBERS		DEPT. NO.
WORK:	HOME:	

PLEASE CHECK ONE BOX ONLY:

- NEW ACCOUNT
 CHANGE ACCOUNT
 CANCEL ACCOUNT

PAYROLL DIRECT DEPOSIT INFORMATION - ACTIVATION				
Depository Type	Depository Bank Name	ABA Routing No.	Account #	Amount
<input checked="" type="checkbox"/> Checking	SAMPLE BANK	Always 9 digits : 123456789 :	000386XXX	Net Pay Amount
<input type="checkbox"/> Savings				
<input type="checkbox"/> Checking				Net Pay Amount
<input type="checkbox"/> Savings				

The ROUTING / ACCOUNT NUMBERS can be obtained from your financial institution and in most cases it's printed on your personal check or bank-book. Incorrect routing / account numbers may delay your funds being available to you on the check date; and must be a local branch.

I hereby authorize the Department of Administration, Payroll Section, to TRANSACT the above effective pay period ending:

Employee Signature / Date

Bank Verification Signature / Date

FOR PAYROLL SECTION USE ONLY	
RECEIVED BY:	
DATE RECEIVED:	
PROCESSED BY:	
DATE PROCESSED:	