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Handwritten signature and date: 02/12/24

February 12, 2024

DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2024-025B

To: All Line Departments and Agencies

From: Director of Administration

Subject: Information on Transition: Implementation of GG-1 Tracking System
RE: Implementation Guidance

Buenas yan Háfa Adai! Our new automated GG-1 Tracking System, called the eHRP Web System will "Go Live" today, **February 12, 2024**.

The information below is provided to assist you on implementation day to facilitate your use of the new GG-1 Tracking System. Moving forward, additional circulars and/or information regarding usage of the new system will be provided accordingly.

System Access:

Departments and agencies who provided complete information on their employees required for roles assignment, and whose employees have attended the GG-1 Processing training in-person, or on-line should be able to access the eHRP Web System utilizing their OTECH Active Directory credentials. The new GG-1 Tracking System website is: hr.gfmis-guam.com

In order to log in to the website, each employee must first register themselves by clicking on the GovGuam Active Directory (blue) button which is located at the bottom right of the Login Page. After clicking the blue button, the screen will change and employees will need to sign in to their Active Directory account by clicking their Government of Guam email address.

After clicking next, the screen will change and employees will need to register their Active Directory account with the eHRP Web System. **Employees will need to input information into four (4) fields: username (which is their Government of Guam email address), Government of Guam email address a second time, employee ID and date of birth.**

After filling in their information into the four (4) fields, employees will need to click the blue Register button to complete the registration process which should only be required once. The screen will change to the employee's Dashboard on the eHRP Web system. **Click on the GovGuam Active Directory (blue) button again which will bring you to the Dashboard.**

The Dashboard should show the employee's name at the top left, and the menu choices available depending on their assigned role.

Instructions on how to login and access the eHRP Web System are also provided visually in the form Power Point slides compiled as User Guides which are explained in the next section.

User Guides:

User Guides have been developed for the roles of: Dept Admin (GG-1 Creator), Certifying Officer, Agency Director, BBMR Analyst, and BBMR Director. The Guides provide information on how to: login in, register with the eHRP Web System, and create, certify, and approve GG-1s, as well as upload documents, depending on the role.

These user guides are available to download on the Department of Administration's Human Resources Division's website at: <https://hr.doa.guam.gov/resources/>

The user guides should also be available to download on the Government of Guam Learning Management System website at: <https://lmsguam.com/all-courses/hr/>

Training:

If any of your staff that you have assigned a role has not taken the GG-1 Processing training, please direct them to take it online by accessing the Learning Management System training link at <https://lmsguam.com/all-courses/hr/>. Once your staff has completed the training, inform DOA HR using the Hypercare email address at gfmis.hr@doa.guam.gov so role assignments can be coordinated to allow access to the new GG-1 Tracking System.

Confidentiality of Employee Information:

One of the highlights of the eHRP Web System for departments and agencies is unprecedented access to the Employee Master and Personnel Actions of all the employees within their department. The eHRP Web System was designed this way to provide departments and agencies the information they need to create GG-1s and service their employees.

With this access to employee information, our Department requests that you impress upon your staff to be mindful of the confidentiality and privacy of employee information. Access to the eHRP Web System may be limited, or revoked from employees who misuse such information.

In addition, please note that Departments and agencies will only have access to employee information for their respective departments and agencies. Being that the eHRP Web System is newly launched, there may be instances where roles may have inadvertently been improperly defined. In the event any of your staff notice that they have the ability to view employee information outside of your department or agency, they must immediately notify the DOA HR Division so that the system permissions can be corrected. Failure to do so may result in the employee's access to the system being limited or revoked.

Hypercare Communications:

DOA recognizes that issues may arise when users begin to use the new automated system. **Should users encounter user access, or technical system issues, we request that they report their issues using the following special email address: gfmis.hr@doa.quam.gov.** The email box will be monitored so that assigned staff address the issues, and if necessary, coordinate with the vendor that developed the eHRP Web System for the express purpose of having users implement and use the new GG-1 Tracking System without undue interruption.

In the email, please have your staff fully describe their issue, include such details as the name of the nature of action of the GG-1, include screen-shot if possible, the name of the staff that experienced the issue and their assigned role (e.g. Dept Admin, etc..), as well as their contact number.

In the event your staff have issues related to DOA Personnel Rules & Regulations, or DOA policies, please have your staff email our DOA HR staff who will address these matters separately from system issues. Thank you once again for your continued cooperation and support.

Si Yu'os Ma'ase!

EDWARD M. BIRN

Attachments