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January 23, 2024

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-025

To: All Line Departments and Agencies

From: Director, Department of Administration

Subject: Information on Transition: Implementation of GG-1 Tracking System
RE: Deadlines for Submitting and Processing Hardcopy GG-1's

Buenas yan Håfa Adai! The DOA Human Resources Division is happy to announce the implementation of its new Human Resources Management Information System (HRMIS) called the "eHRP Web" system. The major HRMIS component to be implemented first is the automated GG-1 Tracking System. The GG-1 Tracking System will allow departmental and agency users to prepare and track GG-1's on-line without manually preparing a hard copy. The projected date for implementation is February 12, 2024. Please note that this date may change depending on the outcome of system validation tests that are required prior to implementation.

To assist DOA in preparing to use the new automated system, Human Resources will inventory and assess all current hard copy GG-1's in its possession and process as many personnel actions that are compliant and/or payroll sensitive no later than February 2, 2024. Any hard copy GG-1's that are incomplete and/or pending attachments will be returned and must be resubmitted using the new automated system. Please take note and adhere to the following deadlines and important dates:

- **January 25, 2024 – Last day for Departments to submit GG-1's to BBMR:** Please plan accordingly to submit any appointment GG-1's and/or payroll sensitive GG-1's on this date to catch the next payroll run the following week which takes place on January 30 to February 1, 2024. Use of the new GG-1 Tracking System begins on February 12, 2024 which should be able to capture some GG-1's entered and cleared by BBMR using the new system for the next payroll run that takes place during this week from February 13 to February 15, 2024. Note that between February 3 and February 11, 2024, payroll will not receive any personnel actions for processing.
- **January 30, 2024 – Last day for BBMR to submit GG-1's to DOA:** All GG-1's not cleared by BBMR by this date must be returned to the respective departments to be resubmitted using the new GG-1 Tracking System.
- **January 29 to January 31, 2024 (COB) – GG-1 Inventory and Assessment:** - HR will inventory, assess and return to respective departments all GG-1's that are incomplete, non-compliant and/or non-payroll sensitive to include Recruitment GG-1's that have not been filled prior to this time. To facilitate the re-clearance of any GG-1 that was previously cleared by BBMR, the department is requested to scan and upload a copy of the returned GG-1 after re-creating the GG-1 on the new GG-1 Tracking System. BBMR should recognize and honor the uploaded copy.

- **February 2, 2024 – Last day for Processing Manual GG-1's and Personnel Actions:** HR must process all GG-1's in its possession especially payroll-sensitive GG-1's for the next payroll run scheduled for February 13 – 15, 2024. This is the last day for processing all personnel actions under the legacy HR and Payroll system. All HR and Payroll Data will be migrated to the new system and validated beginning on February 3, 2024. Any new HR and Payroll data must be entered in the new GG-1 Tracking System starting on Monday, February 12, 2024. Please note that any drug testing activities not completed by February 2nd and/or the effective date of employment is not confirmed by that date, the appointment GG-1 will be returned to the department to be re-processed under the new system for payroll purposes.
- **February 12, 2024 – New GG-1 Tracking System Implementation:** Moving forward all departments and agencies must use the new GG-1 Tracking System in order to process a Request for Personnel Action (GG-1) and/or to initiate employee payroll services. As of February 3, 2024, the legacy Personnel Action and Payroll system will no longer be available to process hardcopy GG-1's.

Your department or agency is encouraged to minimize or pause where possible any new GG-1's, especially for appointments or recruitment. Likewise, Human Resources staff will assess and process as much as possible all pending GG-1's already cleared by BBMR for the January 30 and February 13 payroll runs. Please note that some GG-1's may be returned, but they can be easily re-cleared using the new system if you upload and provide a copy for BBMR to review.

Your department or agency's understanding of the transition process and preparation requirements for the new eHRP Web system will greatly enhance our ability to implement the system as quickly as possible and on time, with the least number of delays. Our Classification and Pay staff will work closely with the primary contacts within your departments in regards to the implementation of the new system. Designated users are encouraged to request for assistance and/or use whatever resources that are made available to ensure successful implementation of the new automated system.

Prior to or upon implementation of the system, online assistance to acquaint or update yourself on the use of the GG-1 Tracking System (called GG-1 Processing) is available via a computer-based training (CBT) module which is accessible at <https://lmsguam.com/all-courses/hr/>. In addition, a communications hotline will be established for users to obtain technical support should you encounter any difficulties in executing any of the functions of the new system. Further details will be provided on or prior to the date of implementation.

If you have any questions or concerns regarding the deadlines indicated, please contact Mr. Ramon Lizama, Personnel Specialist IV, at ramon.lizama@doa.guam.gov. ***Si Yu'os Ma'ase!***

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Date: 2024-01-23
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