



**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
DIRECTOR'S OFFICE  
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February 02, 2024

**DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2024-025A**

To: All Line Departments and Agencies

From: Director of Administration

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

**RE: Request for Employee Assignment of Roles to Access the eHRP Web System**

***Buenas yan Håfa Adai!*** Thank you for assisting the Human Resources Division in the transition to the new automated GG-1 Tracking System. The division is currently ramping down its manual GG-1 process in preparation for the cutover to the new system. The next step in the implementation process is the assignment of roles prior to the February 12, 2024 implementation date.

**ASSIGNING ROLES FOR YOUR DEPARTMENT:**

The circular aims to streamline the process of assigning roles within your department or agency for the new automated GG-1 Tracking System, known as "eHRP Web" system. We kindly request Department and Agency Directors to designate employees responsible for creating, certifying, or approving GG-1s. To facilitate this, please note the following:

- 1. Submission Deadline:** The deadline for role assignments and employee nominations is Monday, **February 5, 2024**. DOA-HR will review and approve requested access.
- 2. Criteria:** Directors should provide names of employees who currently handle paper GG-1s **and** have attended the training held in November/December 2023 at NextGen Computer Lab.
- 3. Training Requirement:** If a Director wishes to assign an employee who did not attend the initial training, please ensure they complete the GG-1 Processing computer-based training (CBT) module accessible at training link which is accessible at <https://lmsguam.com/all-courses/hr/>. Once certified, their name can be submitted for role assignment.

4. **Alternates:** Directors may designate alternate employees for these roles, but careful consideration and limitations are advised for internal control purposes. Alternates must also complete the CT training before being nominated for roles.
5. **BBMR Employees:** For those employees within the Bureau of Budget & Management Research (BBMR), we request the BBMR Director to provide names of those employees who will fulfill the role of "BBMR Analyst" to enable them to process GG-1s for approval by the BBMR Director.

**In order to access the eHRP Web and the GG-1 Tracking System, each employee authorized by Department/Agency Directors to create, certify, or approve GG-1s, must be assigned a role. There may be some instances where a single employee may serve in more than one (1) role. If that is the case, please indicate so. The roles are described below.**

**Dept Admin (GG-1 Creator) Role:** Employees assigned as Dept Admin by their Agency Director will be able to create GG-1s for only their department and forward GG-1s to their Department's Certifying Officer with any remarks that they want to indicate. To assist in creating GG-1s, employee assigned to this role will be given "view only" access to the Employee Master, transactions, and document management to upload documents for employees within their department.

**Certifying Officer Role:** Employees assigned the role as Certifying Officer by their Agency Director, will have the same abilities as the Dept Admin role, with the additional ability to certify funds available for GG-1s and forward to their Agency Director. Also, employees assigned this role will be able to send back GG-1s to the Dept Admin (GG-1 Creator) and indicate any remarks of any issues with the GG-1s.

**Agency Director Role:** Department Heads would assign themselves the role as Agency Director. This role has the same abilities as the Dept Admin and Certifying Officer roles where they can create GG-1s and certify funds available. In addition, they can approve their GG-1s and forward them to the BBMR Analyst. Department Heads can also send back GG-1s to their Certifying Officer or Dept Admin (GG-1 Creator) and indicate any remarks of any issues with the GG-1s.

**BBMR Analyst Role:** Employees designated as BBMR Analysts by the BBMR Director can access and review GG-1s from all departments. They have the authority to approve and forward GG-1s to the BBMR Director, return GG-1s to the relevant Agency Directors, Certifying Officers, or Department Administrators (GG-1 Creators), and provide comments on any GG-1 issues.

**BBMR Director Role:** The BBMR Director holds two roles, "BBMR Director" and "Agency Director." In the BBMR Director role, they can review GG-1s from all departments forwarded by BBMR Analysts, approve and forward GG-1s to the Department of Administration, Human Resources Division (Classification Branch). They can also send GG-1s back to BBMR Analysts

with comments on any issues. The Agency Director role is identical to the BBMR Director's responsibilities.

To assign and/or transmit the names of your employees with the appropriate roles to DOA, you will be emailed an electronic file in Excel Format by your primary contact from Human Resources (Note: An example will be provided on the spreadsheet to indicate how to properly fill it out - please delete the example and indicate information specific to your department and return the Excel file by renaming the file to include your department's name). Refer to copy attached.

**Upon completion, please email the Excel file back to your primary contact from Human Resources with a scanned copy of the spreadsheet signed by the Department/Agency Director approving the employee role assignments by the due date indicated above.**

The information you provide is necessary because employees assigned to these roles will need to log in to the eHRP Web system website using their Government of Guam Active Directory User Name.

**Special Note:** If your department or agency is not currently registered or using the OTECH Active Directory, you will need to contact OTECH for assistance to access the eHRP Web system. Once your department or agency has coordinated access with OTECH, please let DOA-HR know so further guidance and assistance can be given.

Any future employee role changes after submission will need to be requested via the Director of Administration by transmitting a memorandum signed by the Department/Agency Director approving of such employee role changes. If you have any questions or concerns regarding the assignment of roles and/or the submission of names, please contact Mr. Francis Flisco, Personnel Specialist IV, at [francis.flisco@doa.guam.gov](mailto:francis.flisco@doa.guam.gov). ***Si Yu'os Ma'ase!***

for **EDWARD M. BIRN**

Attachment

