


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  THEODORE M. LEWIS Interim Hospital Administrator/CEO	RESPONSIBILITY: Human Resources Hospital Wide	EFFECTIVE DATE: Aug 2009	POLICY NO. 8650-1.214	PAGE 1 of 5
TITLE: REQUEST FOR AND ROUTING OF GGI(s) AND PERSONNEL ACTION(s)				
LAST REVIEWED/REVISED: August 2009, May 2012, 2015				
ENDORSED: EMC 2012, 2015				

PURPOSE:

To provide a systematic and uniform process in requesting and in the routing of GGI(s) and Personnel Actions.

POLICY:

In order for a Personnel Action to be initiated, an appropriate request for Personnel Action/GG1 form shall be completed by the requesting department. The approved form must be filled out completely.

The request form is of a “memorandum” to the Personnel Services Administrator. This form was developed to ensure that all hospital departments follow a standardized format. Use of this hospital-specific form should minimize delays in processing requests.

The Government of Guam Form 1 (GG1) is used to process personnel action(s) for but not limited to the following: Recruitment, resignation, retirement, transfer of positions, conversion from full time to part time or vice versa, above step recruitment, promotion, demotion, contractual, etc.. Certifying that the position is vacant and appropriately funded.

PROCEDURE:

I. REQUEST FOR GGI/PERSONNEL ACTION (Attached):

A. The requesting department shall ensure that vacant position is budgeted. If budgeted, the department must submit request for GG1 to the Human Resources Department with an attached position description if the request is for recruitment.

1. The requesting department shall complete the section entitled “**FROM:**_____”.

2. Under the section entitled “**Type of Action**”, check off all applicable actions.

3. All information under the section “**Data**” must be completed.

a. “Name or Vice”:

If the action involves an incumbent employee, please type/print in the name. If the position is vacant, please type/print in the name of the employee who held the position last.

b. “Department”:

If the request involves transferring an employee or position number from one department

to another, type/print in the appropriate department names for both.

c. "Position Title":

Type/print in the title of the position for the requested action.

If the action involves a change in position title indicate the change in title.

d. "Position Number":

Type/print in the position number involved in the request.

If the action involves a transfer of an employee from one position number to another, indicate the two position numbers. This also applies to actions involving transfer of positions from one department to another or conversion of status.

e. "Effective Date":

Type/print in the effective date of the action requested.

f. "Status":

Check off the appropriate category. The abbreviations are as follows:

- FT = Full Time
- PT = Part Time

4. In the section entitled "Checklist" there is a category to "**Announce**". Please check off the appropriate action to be initiated by the Human Resources Department. The HR Department will take appropriate action in accordance with the Rules and Regulations on recruitment.

The subsections are defined as follows:

- a. Open Competitive - recruitment is open for all qualified applicants.
- b. Government-Wide - recruitment is open to only employees of the Government of Guam who have completed their initial six months probation.
- c. Departmental- recruitment is only open to classified employees of Guam Memorial Hospital Authority.
- d. Selective- recruitment/promotion is for a particular type of skill, qualification or ability.

EXAMPLES:

1. The position requires that the employee must be able to push a cart weighing between 75 to 100 pounds
2. The employee must possess a specific type of vehicle operator's license (i.e., 2 ton truck or heavy equipment).
3. The employee must possess hospital experience.

NOTE: The announcement request may be appropriate combinations of the above subsections. If the action is a resignation, retirement or termination, the employee's letter should be appropriately attached.

5. The section entitled "Justification/Comments" must be completed for actions requested. This section is intended to **document the necessity** for the action to be taken. If more space is required, an additional page may be attached to the request.

NOTE: If this section is not completed when first submitted, **the request will be returned** to the requesting department and will delay processing action.

6. The name of the individual requesting the action shall be typed/printed in. The date of the request is also to be completed. The request shall then be forwarded to the department as appropriate.
7. If the individual requesting the action is not the department head, the name of the appropriate individual shall be completed to document that he/she agrees with the request. The date the department head reviews and concurs with the request shall be completed.

NOTE: The Department Head must complete the section entitled Division Head's signature. The Department head may also be the individual initially requesting the action.

8. The request shall be sent to the Personnel Services Administrator for further processing.

NOTE: Please be advised that all steps in the completion of this "Request for GG1" must be followed to ensure that delays are minimized.

ROUTING OF GG1:

1. Requesting department must complete request according to the above procedure.
2. Forward to the Human Resources Department.
3. Human Resources Department will then prepare appropriate GG1 - Personnel Administrator signs item 15 of the GGI form.
4. Human Resources Department will then forward to Fiscal Services (Budget Office) for Certification of Funds- item 14 of the GGI form.
5. Return to Human Resources Department will then forward to Hospital Administrator for signature - item 17 of the GGI form.
6. Upon receipt of the GGI, a personnel action is processed

II. PROCESSING OF PERSONNEL ACTION:

- A. The Human Resources Department shall process a Personnel Action in accordance with the certified and approved GGI.
 1. All personnel actions must be assigned a PA no., which is numbered according to the current Fiscal Year, for example, 12-0001; the number 12 is for the Fiscal Year and 0001 is for the first Personnel Action processed for this fiscal year.
 2. The personnel action is then forwarded to the Budget Office for certification of funds if applicable; after funds are certified it is forwarded back to the Human Resources Department.

3. The personnel action is then forwarded to the Hospital Administrator for signature.
4. After the personnel action is signed by the Hospital Administrator, it is returned to the Human Resource department.
5. The employee's personnel file will be pulled out and placed with the personnel action to be inputted into the AS400 and staffing pattern.
6. The personnel action will then be distributed as follow:
 - a. The Original- is given to employee via Payroll department attached to employees payroll check. Personnel Actions with increment must be accompanied with the employee's copy of the performance evaluation.
 - b. To Payroll- a copy with the label of "Payroll" on the upper right side of the PA must be logged, hand carried and signed received by the Payroll staff. New hire personnel actions must be accompanied with the following documents; tax form, retirement form(s), insurance enrollment form and Personal Data Form.
 - c. Human Resources Copy- a copy with the label of "Human Resources" on the upper right side of the PA must be filed in the employee's Official Personnel File (OPF) with all supporting documents.
 - d. Chronological Journal Copy- A copy with the label of "Chron" on the upper right side of the PA is filed and maintained in chronological order by PA number and is kept in the Human Resources Department.
 - e. Retirement Division Copy- A copy with the label of "Retirement" on the upper right side of the PA is forwarded to the Retirement Division with listing to be acknowledged by Retirement.
 - f. Civil Service Commission- A copy with the label "CSC" on the upper right side of the PA is forwarded to Civil Service Commission for all classified employees with a listing and cover memo to be acknowledged by CSC.
 - g.. GMHA Budget Office- A copy with the label of "Budget" on the upper right side of the PA is forwarded to the Budget office.

GUAM MEMORIAL HOSPITAL AUTHORITY REQUEST FOR GGI/PERSONNEL ACTION

TO: Personnel Services Administrator

FROM:

ACTION	Recruitment	Resignation	Retirement
	Transfer	Termination	Conversion of Status
	Transfer of Posn. #	Other	

Note: For **RESIGNATION**, please attach letter.

NAME or (VICE):

EFFECTIVE DATE: ASAP

DATA	FROM	TO
DEPARTMENT		
TITLE		
POSITION NO		
STATUS	<input type="checkbox"/> FT	<input type="checkbox"/> PT
	<input type="checkbox"/> FT > PT	<input type="checkbox"/> PT > FT

CHECKLIST: **TO ANNOUNCE (SELECT ONE)** Open Competitive, Departmental,
 Gov't Wide Selective
 LETTER ATTACHED (SELECT ONE) Resignation, Retirement, OR Termination

JUSTIFICATION (Comments):

Justify and explain essential task to be performed:

Operational Justification

Financial Justification

Requested by _____

Date ___ / ___ / ___

Division Head's signature _____

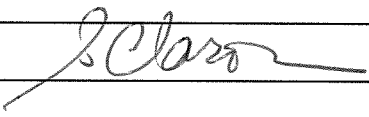
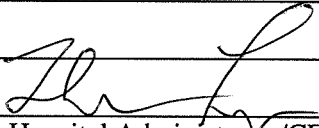
Date ___ / ___ / ___

GUAM MEMORIAL HOSPITAL AUTHORITY

REVIEW AND ENDORSEMENT CERTIFICATION

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

- | | |
|--|--|
| <input type="checkbox"/> Bylaws
<input type="checkbox"/> Rules & Regulations
<input checked="" type="checkbox"/> Policies & Procedures | <p style="text-align: right;">Submitted by
 Department/Committee: <u>Human Resources Department</u>
 Title: <u>Request For and Routing of GGI(s) and Personnel Actions</u>
 Policy Number (if applicable): <u>8650-1.214</u></p> |
|--|--|

	Date	Signature
Reviewed	8/12/15	
Endorsed		
Title	Elizabeth M. Claros: Personnel Services Administrator	
Reviewed		
Endorsed		
Title	Associate Administrator, Operations	
Reviewed	10-2-15	
Endorsed		
Title	Theodore M. Lewis, Interim Hospital Administrator/CEO, EMC Committee	
Reviewed		
Endorsed		
Title		
Reviewed		
Endorsed		
Title		
Reviewed		
Endorsed		
Title		