



**GUAM PUBLIC SCHOOL SYSTEM
OFFICE OF THE SUPERINTENDENT**

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STANDARD OPERATING PROCEDURES

Effective Date: November 01, 2006

No. 06-006

SUBJECT: Submission of Payroll Documents for Pay Period Ending

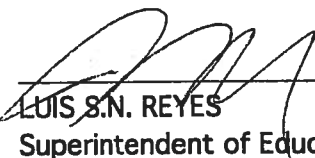
INQUIRIES: Payroll Section

This Standard Operating Procedure supercedes all other Guam Public School System (GPSS) regulations previously issued.

All payroll documents must be submitted to the Payroll Office by 4:30 p.m. on the last work day (usually Friday) of the pay period ending excluding D.E.E.D. timesheets. D.E.E.D. timesheets are due by 4:30 p.m. on Thursday of the pay period ending week.

In the event of a holiday on a Friday of a pay period ending week, all payroll documents must be submitted to the Payroll Office by 4:30 p.m. on Thursday. D.E.E.D. time sheets will be due on Wednesday.

Payroll documents are inclusive of, but not limited to COMPLETE standardized time sheets, leave forms, advance sick leave requests, off-island leave requests, military leave requests, administrative leave requests, leave sharing/donation requests, payroll deduction authorizations, and cancellation of deductions as issued by Payroll.


LUIS S.N. REYES
Superintendent of Education

11/01/06
DATE