



GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE	No.: *SOP-149	Issued: 6/20/11
	Prepared By:  Melly E. Rosario, Payroll Supervisor	
	Concurred By:  Randall V. Wiegand, Chief Financial Officer	
Title: MANDATORY DIRECT DEPOSIT OF NET PAYROLL CHECKS	Approved By:  Joaquin C. Flores, P.E., General Manager	
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1.0 PURPOSE

To establish the procedures for "Electronic deposit" of employees' net payroll. All employees are required to use direct deposit for their payroll. Direct deposit optimizes the resources of the Authority, both financially and administratively and provides a convenient, expedient and a safe method of depositing the employees' bi-weekly net payroll checks in the employees' bank accounts.

2.0 APPLICABILITY

These guidelines apply to all Guam Power Authority (GPA) employees including Apprentices and temporary employees receiving wages from the Authority.

3.0 PROCEDURES AND GUIDELINES

- 3.1. Employees must submit the original completed and signed GPA Payroll Deduction Authorization form (PDA- Appendix A) to apply for payroll direct deposit. Employees must have a current Check or Savings account in any of the participating financial institutions, and shall present a personalized bank deposit slip with an Account number. The list of participating financial institutions will be maintained by the Payroll Division staff. The Payroll office shall review the deposit slip and verify that the account is at one of the participating financial institutions. All PDA forms (Appendix A) must be completed with original signature by employee and submitted to the Payroll Office.
- 3.2. The staff of the Payroll Division will review the submitted form to determine that the required information is completed properly and that the vendor is established or activated in the Payroll module.

- 3.3 Payroll will input the direct deposit information in the Auto Deposit instruction under the Employee information of the Payroll module.
- 3.4 The payday for the Government of Guam is the Friday following the end of a payroll period. As an accommodation to GPA employees, the Payroll Section will make best efforts to ensure payroll funds are available on the Thursday following the end of a payroll period. In order to accomplish this, Payroll will target the submission of the Automated Clearing House (ACH) file to be sent to the bank before 2 P.M., on Tuesday following the end of a payroll period. The ACH files which authorize the transfer of funds from the official bank to the employee accounts will contain the following information for each employee:
- Indicate if Savings or Checking account
 - Bank Routing Number
 - Bank Account Number
 - Employee Full Name
 - Net Check

Allow one (1) work day processing for on-island bank accounts and approximately 2-3 work days for off island bank accounts (with Guam branches only).

Distribution: A, B & C



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GUAM POWER AUTHORITY

ATURIDAT ILEKTRESEDAT GUAHAN
P O BOX 2977, AGANA, GUAM 96932-2977

PAYROLL, FINANCE DIVISION

Telephone: (671) 646-3126/7 or 3069

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Appendix A - Payroll Deduction
Authorization Form - SOP
Mandatory Direct Deposit of Net
Payroll Checks

PAYROLL DEDUCTION AUTHORIZATION FORM

EMPLOYEE NAME: _____

EMPLOYEE ADDRESS: _____

DEPT/DIVISION: _____ / _____

GPA BADGE NO: _____ SSN: _____

EMPLOYEE PHONE NO: _____ / _____ / _____
WORK HOME CELL PHONE

The signatures affixed below hereby authorize the Guam Power Authority,
Payroll Section, to withhold from my wages the amount of \$ _____

Payable to _____ for _____
(Institution name) (Checking, Savings, Loan, Insurance etc.)

Account Number # _____. To be deducted indefinite unless
a change of status or cancellation has been submitted by employee. Effective
Pay Period ending _____.

Signature

Employee Signature

Date

FOR PAYROLL USE ONLY

Institution Code/Payee No.: _____

Comments: _____

*Note: Above information must be the Original Signature of the Employee;
completed before submission to the processing department (GPA Payroll). This
form CANNOT be used for Coast 360.*

Revised 05/2011 MER