



DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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JON J. P. FERNANDEZ
Superintendent of Education

STANDARD OPERATING PROCEDURES

SOP#: 800-007

SUBJECT: Employee Name Change Request

INQUIRIES: Human Resources Division

I. REFERENCES: Marriage Certificate, Birth Certificate, Court Document and other valid authority documentation that provides for a name change request.

19 GCA §3107 Marriages Outside of Guam-All Marriages Contracted Outside of the Territory of Guam, which would be valid by the laws of the country in which the same were contracted, are valid in the Territory of Guam.

II. APPLICABILITY: This SOP applies to all Guam Department of Education (GDOE) personnel requesting for a name change.

III. PURPOSE: The purpose of this Standard Operating Procedure (SOP) is to establish the procedures for roles and responsibilities, guidelines, and workflow process related to the employee's name change request.

IV. PROCEDURES: This SOP applies to the processing of Employee Name Changes from the time the employee submits the name change request to the time it is output posted in the MUNIS system.

I. ROLES AND RESPONSIBILITIES:

- **Step 1 - Employee**
The employee is responsible for submitting his/her request with a valid document(s) that supports the request for his/her name change.
- **Step 2 - Human Resources Staff**
The Human Resources Staff is responsible for receiving and reviewing the employee's name change request and the accompanying documents to determine that proper documentation has been submitted. Employee will be contacted by phone and email if additional information is necessary.
- **Step 3 - Human Resources Staff is responsible for generating the Personnel Action Form (PAF) in Actions Entries (AE) in the MUNIS system within ten (10) business days from receipt of appropriate**

documents. Documents should be scanned and attached to employee's master record and released into workflow to the Personnel Services Administrator.

- Step 4 - The Personnel Services Administrator is responsible for the review and approval of the name change in Action Entries (AE) in the MUNIS system, and output post record to "live" which results in name change as "live" record in MUNIS system.

V. WORKFLOWS

Employee request → Human Resources Staff receipt of request, creating a Personnel Action Form (PAF) in Actions Entries (AE) and releases into workflow to PSA → PSA review and approval, and output post record to "live" in MUNIS.

VI. INTERNAL CONTROLS:

- Employee name change request.
- Valid authority documentation (examples: Marriage Certificate, Birth Certificate, Court Document).
- Human Resources Staff review of request and valid documentation submission.
- Human Resources Staff action entries in MUNIS system.
- Personnel Services Administrator approval of the actions entry and output post which results in name change as "live" record in MUNIS system.

VII. TRAINING: Training will occur within 60 days of approval and may occur at least annually thereafter.

VIII. REPORTS: Human Resources Division is responsible for the periodic reports on an as need basis and the submission of a copy of the Personnel Action Form to the Retirement Fund.

IX. PENALTY: Failure to adhere to this SOP may result in disciplinary action in accordance with the GDOE Personnel Rules & Regulations.

X. EFFECTIVE DATE: Upon date of approval and signature, unless otherwise noted.

XI. CHANGE(S): This SOP should be reviewed periodically to determine if changes are required and if so, a revised SOP should be created to reflect those changes and signed off by all authorized personnel.

Where there may be conflict in rule, governing law supersedes. Changes to these procedures shall be effectuated by the Superintendent of Education or his/her designee.

APPROVED BY:



Antonette Muña Santos
Personnel Services Administrator



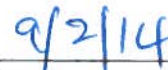
Taling M. Taitano
Deputy Superintendent of Finance
and Administrative Services



JON J. P. FERNANDEZ
Superintendent of Education



Date



Date



Date