

**REGIONAL NONAPPROPRIATED FUNDS (NAF)
HUMAN RESOURCES OFFICE (HRO)**

**HRO NOTES
FEBRUARY 2021**

Announcement(s):

- * Our office is **closed for walk-in customers**. We are available by appointment only or via email / telephone Monday – Friday 08:00 a.m. to 4:00 p.m.
- * For assistance please email our group box at M-GU-JRM-NAFHRO-N9@FE.NAVY.MIL
- * Questions about resetting your iPAY or Tax Documents? Please contact our NAF Accounting Office at 671-349-1357 or by email at Herma.Tirador@fe.navy.mil

Regional NAF HRO

Physical Address:
Joint Region Marianas
Bldg 203 Halsey Dr.
Nimitz Hill, Piti, Guam

Website:

www.militarymwr Guam.com/jobs

Email:

M-GU-JRM-NAFHRO-N9@fe.navy.mil

Telephone:

(671) 349 - 1154 / 1155 /
2154 / 2210 / 5154

Open:

Monday- Friday
08:00 a.m. to 4:00 p.m.

Closed:

-Federal Holidays

PREPARE FOR THE 2020 TAX SEASON

As you prepare your taxes for the 2020 tax year, we encourage ALL NAF employees to login to your iPAY account. CNIC requires distribution of employee W-2s electronically via your iPAY account. This is the standard distribution process for all W-2s.

If you have not registered for an iPAY account or need assistance contact our office for instructions. If your account has been deactivated or you have forgotten your password, please contact the Regional NAF Payroll Office at 349-1357 for assistance.

We want to be sure that you have access to all that you need for the 2020 tax season. We also encourage you to check your iPAY accounts every pay-day to ensure accuracy of pay entitlements and deductions for benefits.

REVIEW OF LEAVE AND EARNING STATEMENT (LES)

All employees are encouraged to review their LES regularly. If there are any discrepancies and/or inconsistencies, you should contact your supervisor and payroll immediately.

Employees are responsible for downloading their LES via iPAY. You can view your LES conveniently via the ADP iPayStatements website ipay.adp.com or by downloading the mobile app. If you have not registered, contact our office for instructions.

FUNERAL / BEREAVEMENT LEAVE

Funeral Leave is administrative leave that may be granted to a regular status employee for death in the immediate family, including spouse, parent, child, brother, sister, parent of spouse, grandparents (if loco parentis), or close relative who is part of the employee's household.

In the event of a death of a close relatives that is not considered immediate family, the supervisor may approve time off that is charged to annual leave or leave without pay (LWOP).

- Funeral Leave is not charged to your annual leave (AL) or sick leave (SL) balances.
- Funeral Leave must not exceed 3 consecutive workdays.
- Just like with any request for time off, funeral leave must be approved in advance by your supervisor

*** Most topics addressed in this newsletter pertain to **NAF EMPLOYEES** ***

NAF HRO Team

Anne Untalan-Ishikawa
HR Director

Reina Sablan
HR Specialist
349-5154

Valentina Yeargin
HR Assistant
349-2154 Benefits /
MWR & AAFB
Staffing & Recruitment

Cheryle Ochai
HR Assistant
349-1154
HR Admin Processing / NGIS
Staffing & Recruitment

Emily Sanders
HR Assistant
349-2210
Security Admin / CYP Staffing
& Recruitment



We are on the Web!
Department of the Navy is an
Equal Opportunity Employer.

HOLIDAYS

President's Day
Monday, Feb. 15
(observed)

COURT LEAVE

CNIC encourages you to fulfill your civic obligation. Regular employees that are called to jury duty or to appear in court as a witness in a judicial proceeding are entitled to court leave. Employees on court leave may choose to receive regular pay or to retain the court fees, whichever is greater.

If the court fees are the smaller amount, such fees, less any transportation allowance, must be turned over to your HR representative upon completion of service. To qualify for court leave, you need to submit the official summons from the court to your supervisor in advance of the time you are required to be away from work. Court leave does not apply to proceedings involving only private parties, including those directly involving the employee.

Court leave, just like any other request for time off must be approved in advance by your supervisor.

ABSENCE WITHOUT APPROVED LEAVE (AWOL) / TARDY (LATENESS)

Employees reporting to work late may be deemed tardy. When an employee is tardy one of the following actions shall be taken:

- The supervisor may approve leave.
- The supervisor may charge the employee AWOL.

Disciplinary action may be taken for unexcused lateness charged as AWOL.

ENGLISH ONLY RULE

It is common for individuals whose primary language is not English to inadvertently go from speaking English to speaking their primary language. It is also common for individuals to want to communicate with one another in their primary language outside of performing their job duties. An English-only rule may be adopted under very restricted circumstances. Any rule implemented must be tailored to address the business necessities and communicated to all affected employees.

For questions/concerns regarding English only rules/policies, please contact our office.

