



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

# HRO NOTES

APRIL 2021

### Announcement(s):

- \* Our office is **closed for walk-in customers**. We are available by 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 m-gu-jrm-nafacctg-gs@fe.navy.mil. Please be sure to use the subject title PAYROLL for all payroll inquiries.

### Regional NAF HRO

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

### Website:

[www.militarymwr-guam.com/jobs](http://www.militarymwr-guam.com/jobs)

### Email:

[M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil)

### Telephone:

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

### Open:

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

### Closed:

-Federal Holidays

### NAF PAYROLL SCHEDULE CHANGE

We are changing our pay period end dates to be consistent with the pay period end dates of all other Department of Defense (DoD) entities. This means that our current payroll schedule will be changing from a Friday thru Thursday pay cycle to a Sunday thru Saturday pay cycle (biweekly). All NAF employees should have seen a message on their 19 February 2021 Leave and Earning Statement (LES) informing them of the upcoming change.

This change will NOT have any adverse impacts to employees' pay. Employees will still be paid on the same Friday as usual. Some employees may see an increase in their paycheck due to adding two more days to the pay period end date. Employees will not see a decrease in pay. If you are eligible for overtime, you will receive overtime pay. All benefit deductions will remain the same during the extended period. Leave accruals and balances will be calculated as usual. Please contact our office if you have questions.

**Please Note:** The pay period ending April 8, 2021, will be extended to April 10, 2021.

### KRONOS AND YOU!

As a CNIC NAF employee, your time and attendance is recorded electronically through the use of KRONOS.

- All “non-exempt” employees are required to swipe in and out to ensure correct time/attendance records and pay entitlements. Employees who are provided a KRONOS card must punch in and punch out not more than six (6) minutes before and/or after their scheduled shift.
- \*\*\* An exception to the requirement of punching in/out would be positions assigned to multiple work sites and/or where KRONOS clocks are not available. \*\*\*
- If you are an “exempt” employee, you may be placed on a paid from schedule (PFS) status in KRONOS. Only employees who are designated as exempt can be paid from schedule in KRONOS and are not required to punch in and punch out.

Your position description (PD) indicates your Fair Labor Status Act (FLSA) status, designating you in an “exempt” or “non-exempt” position. If you are unsure of your FLSA status or need a copy of your PD, please contact your supervisor to provide you with a copy.

\*\*\* 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

**Norma Yoshida**  
HR Assistant  
349-3154  
HR Admin Processing



**We are on the Web!**

**Department of the Navy is an  
Equal Opportunity Employer.**

### **HOLIDAYS**

Easter  
Sunday, Apr. 4  
(not observed)

## **MEAL BREAK / REST PERIOD**

Regular meal periods (unpaid) of at least 30 minutes and no more than one (1) hour are required for NAF employees. Employees should not work during their meal period or more than six (6) consecutive hours without an allowance of a meal break.

\*\*\* An exception to the meal period requirement is for positions at isolated work sites where it is not practical to provide a replacement for the employee during the meal period. \*\*\*

Short compensable rest periods (paid) no longer than 15 minutes may be granted at the supervisor's discretion. If rest periods are permitted, a written policy will be established and made known to all employees. Rest periods may not be scheduled in conjunction with a meal period.

## **COMMON ACCESS CARD (CAC)**

As an employee, you are issued a Common Access Card (CAC) upon successful completion of your FBI Fingerprint Check. Your CAC allows you entry onto the military installation as well as any required computer access to perform the essential functions of your job. Regulations require that you show your CAC every time you enter the military installation and it must be in your possession at all times.

If you need to renew your CAC due to expiration, name changes, etc., you will need to schedule an appointment at the Visitor Control Center (VCC) ID lab. The ID lab is currently requesting that employees call their office 90 days prior to their CAC expiration to schedule an appointment. Appointments will be scheduled within 30 days of the expiration date notated on the CAC. Once you have a scheduled appointment with the VCC ID lab, please contact our office within 30 days of your scheduled appointment so that we can provide you the required documentation (DD172-2 Form) to renew your CAC.

If you lose your CAC, you must report it immediately to your supervisor, base security, and our office. If you never received/obtained your CAC, contact our office immediately.

**Please help us welcome Ms. Norma Yoshida, our newest team member to the NAF Human Resources Office.**

