

Please circulate; Cmj



RECEIVED

2009 JUL 28 PM 3:04



UNIVERSITY OF GUAM
UNIBETSEDĀT GUAHAN

Administration and Finance
Human Resources Office

July 28, 2009

MEMORANDUM HRO-053-2009

TO: University Community

VIA: Acting Vice President, Administration & Finance *[Signature]* 7/30/09

FROM: Chief Human Resources Officer

SUBJECT: **HRO Operational Hours Shortened** *from August 28, 2009* *[Signature]*

The loss of three (3) HR Staff (Antonette, Angelica and Apolline), compounded by the current fiscal condition of the University of Guam has caused me to reassess HR operations. Currently, HR Staff have been realigned to where priorities are most needed in order to meet the demands and sustain operations.

However, in order to provide continuous updated and accurate personnel data, it is essential that source documents are filed immediately in the employees' records and entered into the Colleague system. With this in mind, effective Friday of each week, HR Office hours will be from 8:00 a.m. to 3:30 p.m., thus allowing the staff to catch-up until such time they are augmented by new staff members.

Your cooperation in this matter is appreciated. Should you have any questions, please do not hesitate to call us at 735-2350.

[Signature]
JOHN V. ANGOCO

cc: HR Chrono

