OFFICE OF
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GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

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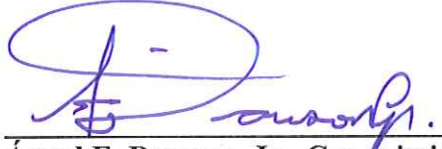2314 Kronprindsens Gade
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DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 03-2013

TO: **ALL DEPARTMENT AND AGENCY HEADS**

SPECIAL ATTENTION TO:
**Human Resources Officers, Fiscal Officers and
Program Managers**

FROM:

Ángel E. Dawson, Jr., Commissioner

DATE: **November 26, 2012**

RE: **STATS Newsletter, December 2012**

In our continued efforts to keep you informed about the progress of the Standardized Automated Time and Attendance System (STATS) project, enclosed please find our December 2012 issue of *TIMEOUT for STATS*. As discussed in Finance Memorandum No. 002-2012, this newsletter will be distributed throughout the remainder of the STATS project to share important details on the project and to keep you engaged in the process.

The key takeaways from this issue are as follows:

- 100% of departments and agencies are onboard with STATS;

- Manual payroll batch processing will be deactivated for use by government agencies by **December 17, 2012**;

- Training for STATS users will take place on St. Thomas on **December 6, 2012** and **December 13, 2012** on St. Croix; and

- All government employees must use direct deposit of payroll by March 31, 2013.

Once again, please distribute this newsletter to all employees in your organization. If you need additional information, please feel free to contact me.

December 2012 Issue

100% OF GOVERNMENT AGENCIES ONBOARD!

Thanks to the hard work, perseverance, and confidence of the employees of the executive, legislative and judicial branches of the Government of the Virgin Islands, the Department of Finance is pleased to announce that 100% of agencies moved onto the new Standardized Automated Time and Attendance System (STATS). In just over one year, the Department of Finance is now in its post-implementation phase where the focus will be on further standardization, implementing best practices, and policy and procedure institutionalization.

All users are encouraged to utilize the tools and training which continue to be available to build skills and capability in time, attendance and leave management. Congratulations to all!

SHARPEN YOUR TOOLS WITH STATS TRAINING

The Department of Finance's Payroll and MIS Divisions will be providing training in December 2012 for all STATS users at the Department's training rooms on St. Croix and on St. Thomas. The STATS help desk at 340-774-4750 Extension 2131 will register users who call to sign up for a session on one of the following scheduled days:

ST. THOMAS SCHEDULE		
12-6-2012	10:00 a.m. to NOON	DOF Training Room on St. Thomas
12-6-2012	1:00 p.m. to 3:00 p.m.	DOF Training Room on St. Thomas

| ST. CROIX SCHEDULE		
12-13-2012	10:00 a.m. to NOON	DOF Training Room on St. Croix
12-13-2012	1:30 p.m. to 3:30 p.m.	DOF Training Room on St. Croix

STATS COMMUNITY OF PRACTICE CONTINUES TO MEET

The next meeting of the Community is scheduled for December 4, 2012. The **STATSPayroll@GVI** is an online discussion forum of STATS users hosted by the Department of Finance's Payroll Department for payroll practitioners across the government. Every agency on STATS has one or two representatives in the community where we discuss policies, training, methods, and solutions to common uses of the system. If you have been designated by your agency as the community representative(s), you will receive an email from the community moderators Grace Fahie, Joy Marsham or Ms. Jahkesha Archibald with access instructions, details on the forum, and this meeting's topics.

DID YOU KNOW?

Effective 2004, Act No. 6585, Section 4 amended the VI Code to establish mandatory direct depositing of salaries for Government employees? The Government is at 93% compliance and by **March 31, 2013**, 100% of government employees **must** electronically transfer salaries and wages into an appropriate bank.

DID YOU KNOW?
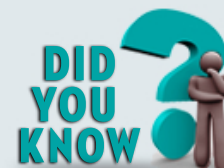
STATS has eliminated the need for manual batch processing in the ERP System? On **December 17, 2012**, the Department of Finance will deactivate manual batch processing for use by government agencies.