



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

August 5, 2024

GENERAL MEMORANDUM NO. 177 – 24

To: Secretary of Samoan Affairs, CEPs, President and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Preparing Payroll for the End of FY24

All Directors and supervisors are reminded to be proactive in the management of payroll as the end of Fiscal Year 2024 comes to an end in September. Directors and supervisors are responsible for ensuring all payroll documentation is prepared. Employees whose salaries are locally funded may have actions that fall in between dates causing HR/payroll disruption. Employees whose salaries are funded by grants need certain renewals and updates completed in order to avoid payroll disruptions.

Please work diligently with grant and locally funded employees, grantors, the Department of Human Resources (DHR), the Office of Budget and Planning (OPB), and Treasury to ensure all documents, including 48s, time cards, and new grant awards are in place before September 30, 2024.

It is the employing departments' responsibility to

- provide the OPB and DHR with a list of employees approaching NTE and 48s;
- inform Treasury-Payroll of potentially impacted employees so Payroll can coordinate and accommodate compensation plans while action items are being processed through DHR/OPB; and
- maintain communication with employees throughout the transition to allow for appropriate planning and preparation should it appear an unavoidable delay of pay may occur.

Employing Departments need submit this information as soon as possible, to allow sufficient response time for DHR, OPB and Treasury to accommodate incoming requests prior to the end of the fiscal year.

Thank you for your attention to this important matter.


LEMANU P. S. MAUGA
Governor