

OFFICE OF  
THE COMMISSIONER

Phone: (340) 774-4750  
Fax: (340) 776-4028

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

Mailing Address:  
2314 Kronprindsens Gade  
Charlotte Amalie, VI 00802

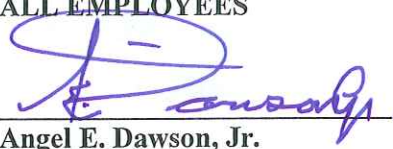


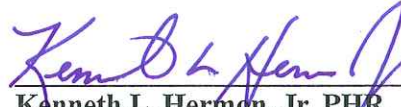
Street Address:  
76 Kronprindsens Gade  
Charlotte Amalie, VI 00802

DEPARTMENT OF FINANCE

TO: ALL EMPLOYEES

FROM:

  
Angel E. Dawson, Jr.  
Commissioner

  
Kenneth L. Hermon, Jr. PHR  
Director of Personnel

DATE: June 2, 2011

RE: Employee Review of Annual & Sick Leave Balances

---

Over the upcoming months, the Government of the Virgin Islands (GVI) will standardize various methods used by departments and agencies to capture bi-weekly time and attendance information in the Enterprise Resource Planning (ERP) system. This will be achieved through the implementation of a standardized automated time and attendance system (STATS), for departments and agencies utilizing the ERP Payroll Module to process their bi-weekly payroll. Although further information regarding the STATS project is forthcoming, each employee **must review** the annual and sick leave balances reported on their bi-weekly direct deposit advice (or check stub) for accuracy and reliability, **by August 3, 2011**.

Using your direct deposit advice (or check stub) provided on **June 2, 2011**, please review the annual and sick leave balances. If after your review you determine the annual and sick leave balances are correct, no further action is required, as the balances reported will be considered official balances of the GVI. In the event that there is a discrepancy, you **must complete** the "Leave Balance Reporting Form" (see sample on the reverse side of this communication) and **must attach** proper supporting documentation (i.e., either leave slip and/or doctor's note and/or donated leave request). Your signed "Leave Balance Reporting Form" and prerequisite attachments must then be transmitted to your current Departmental Human Resources/Fiscal officer(s) **by August 3, 2011**.

In preparation for this activity, the Division of Personnel and Department of Finance have met with Human Resources/Fiscal officer(s) to discuss the process of completing the "Leave Balance Reporting Form" and its importance to the STATS project. Copies of the form can be obtained from the Human Resources/Fiscal officer(s) in your department/agency or downloaded as follows: <http://www.usvifinance.info/html/Central-Payroll.html> or <http://www.dopusvi.org/forms.aspx>.

We appreciate your time, consideration and full cooperation in this effort to improve the accuracy and reliability of the official annual and sick leave balances of the GVI.

cc: Honorable John P. deJongh, Jr., Governor  
Honorable Ronald Russell, President 29<sup>th</sup> Legislature  
Honorable Rhys S. Hodge, Chief Justice, Supreme Court  
Honorable Darryl Dean Donohue, Sr., Presiding Judge, Superior Court  
Honorable Louis Penn, Sr., Chief of Staff