



DEPARTMENT OF
LABOR

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Employers and Businesses must register on HireGuam

Hagåtña, Guam – The Guam Department of Labor is requiring all employers and business owners who have displaced workers to register on the department’s virtual one-stop system, hireguam.com. Employers and business owners must register their organization if they are experiencing business shutdowns, layoffs, furloughs, and reduced hours caused by COVID-19. This requirement is authorized by Executive Order No. 2020-07 in which businesses must comply with “Required Reporting Regarding Reduction in Workforce or Employee Hours”. The registration requirement is set in place for the department to have a dual verification process for when employees apply for Pandemic Unemployment Assistance (PUA) along with Federal Pandemic Unemployment Compensation (FPUC). The department urges employers, business owners, including those who are self-employed to follow the steps to register indicated below:

1. Go to hireguam.com
2. Click on “Not Registered” on the homepage
3. Scroll down to Option 3 and click on “Employers and Agents”
4. Specify what type of user that you are
5. Enter in your company identification information
6. Setup username and password and enter in company information
7. Click on “Save”
8. When successfully registered, you will receive a Welcome message in your inbox
9. Businesses will also receive an email requesting for a valid business license

“I recognize that this is an extremely challenging time for all Guamanians,” Guam Department of Labor Director David Dell’Isola said. *“I understand the urgency and we want the public to be aware of the steps that we are taking to assist the people of Guam, as fast as we can. We know that workers are struggling which is why we need employers and business owners to comply with registration so that their displaced employees can receive their benefits.”*

The department would also like to remind employers and business owners to issue out a certification letter to their displaced workers indicating if they were furloughed, laid off, or have reduced hours due to COVID-19. GDOL will need the certification letter to cross-verify the employment status of displaced workers within the HireGuam system.

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