

UNIVERSITY OF HAWAII

Financial Management Office

MEMORANDUM

November 24, 1998

TO: New State of Hawai'i Employees

FROM: Russell W. Miyake *Russell W. Miyake*
Director, Financial Management

SUBJECT: **Payroll Payment Policy for New Employees**

The passage of Act 110, SLH 1998 requires all employees hired on or after July 1, 1998 to specify a financial institution checking or savings account into which the State will deposit (direct deposit) their net pay. Secondly, all new State employees hired on or after July 1, 1998, except those in bargaining units 5 and 7, shall be paid on the same pay dates and for the same pay periods ("after-the-fact" payroll) as non-salaried employees (e.g., emergency hires, casual hires, etc.).

Pursuant to this Act, Business Affairs Circular 1082 dated June 24, 1998 was issued. Under the provision of this Circular, you will be affected by the following actions:

Direct Deposits for All Employees Hired On or After July 1, 1998

The "Salary Assignment/Cancellation" form (State Accounting Form D-60) to assign the employee's net pay must be submitted to the UH Payroll Office. A waiver of this requirement may be permitted under two conditions:

1. if the employee does not have a checking or a savings account; or
2. if the appointment is sporadic and intermittent in nature.

Please see your Personnel/Administrative Officer for further details.

"After-The-Fact" Payroll for New State Employees Hired On or After July 1, 1998 (Excluding Bargaining Units 5 and 7 Employees)

As a new State employee, (except for those in bargaining unit 7), your payroll payments will be made "after-the-fact". For example, a new State employee hired on 11/01/98 would be paid on 12/04/98 for work performed 11/01/98 through 11/15/98.

- The "after-the-fact" payroll policy does apply to units 67 and 87 personnel because the exclusion from the policy relates only to unit 07.
- This policy applies only to **new** State employees and does **not** apply to transfers within the University and transfers between State agencies.

If you should have any questions, please call your departmental Personnel/Administrative Officer.

BENJAMIN J. CAYETANO
GOVERNOR

RAYMOND H. SATO

COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLERSTATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICESP. O. BOX 119
HONOLULU, HAWAII 96810-0119

June 12, 1998

06-17-98

Staff

COMPTROLLER'S MEMORANDUM NO. 1998-15

TO: Heads of Departments

ATTN.: Payroll and Personnel Offices

SUBJECT: Payroll Payment Policy for New Employees

The passage of Act 110, SLH 1998 requires all employees hired on or after July 1, 1998 to specify a financial institution checking or savings account into which the State will deposit their net pay. Secondly, all employees, except those belonging to bargaining units 5 and 7, hired on or after July 1, 1998, shall be paid on the same pay dates and for the same pay periods as non-salaried employees.

To request a waiver, the following information should be provided in writing by the head of the department:

1. Written statement from the employee that he/she does not have a checking or a savings account to which his net pay may be deposited, and
2. Additional information which the department head believes should justify the waiver.

In all other cases where waiver is not sought, the departmental personnel should follow the schedule entitled "Payroll Assignment Due Dates" which was previously issued in submitting the State Accounting Form D-60 to assign the employee's net pay.

Should there be any questions, please call Sheila K. Walters of our Pre-Audit Branch at 586-0650.


RAYMOND H. SATO
State Comptroller

UNIVERSITY OF HAWAII
Honolulu Hawaii

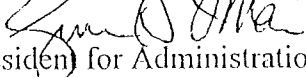
Office of the Senior
Vice President for
Administration

Business Affairs Circular 1082

June 24, 1998

MEMORANDUM TO: Chancellors and Systemwide Administrators

ATTENTION: Personnel Officers
Administrative/Fiscal Officers

FROM: Eugene S. Imai 
Senior Vice President for Administration

SUBJECT: Payroll Payment Policy for New Employees

We have been notified by the State Comptroller of the following:

The passage of Act 110, SLH 1998 requires all employees hired on or after July 1, 1998 to specify a financial institution checking or savings account into which the State will deposit (direct deposit) their net pay. Secondly, all new State employees, except those belonging to bargaining units 5 and 7, hired on or after July 1, 1998, shall be paid on the same pay dates and for the same pay periods ("after-the-fact" payroll) as non-salaried employees (e.g., emergency hires, etc.).

Direct Deposits for All Employees Hired On or After July 1, 1998

The "Salary Assignment/Cancellation" form (State Accounting Form D-60) to assign the employee's net pay must be submitted to the UH Payroll Office with the following initial hire documents.

- Notification of Personnel Action (SF5)
- Payroll Notification Form (PNF)
- Overload & Casual Notification of Personnel Action (Form 6)
- For Casual appointments (FF2) only
- Student Employment Work Agreement (SEWA)

A waiver of this requirement may be permitted if the employee does not have a checking or a savings account. If a waiver is required, submit the following to the UH Payroll Office.

1. A memo addressed to the Director of Disbursing/Payroll from your departmental Personnel Officer requesting a waiver of the direct deposit requirement.

2. Written statement from the employee that he/she does not have a checking or a savings account to which his/her net pay may be deposited and any additional information that may support the waiver request.

After review by the Director of Disbursing/Payroll, the request will be submitted to the State Comptroller, Department of Accounting and General Services for approval.

“After-The-Fact” Payroll for New State Employees Hired On or After July 1, 1998 (Excluding Bargaining Units 5 and 7 Employees)

All new State employees (except for those belonging to units 5 and 7) hired on or after July 1, 1998 must be informed that their payroll payments will be made “after-the-fact”. For example, an existing employee would be paid on 07/17/98 for work performed 07/01/98 through 07/15/98. A new State employee hired on 07/01/98 would be paid on 08/03/98 for work performed 07/01/98 through 07/15/98.

- As a clarification, the “after-the-fact” payroll does apply to units 67 and 87 personnel because the exclusion from the policy relates only to unit 07.
- This policy applies only to **new** State employees as it does **not** apply to transfers within the University and transfers between State agencies.

In preparation of the “Payroll Notification Form” (PNF) or “Notification of Personnel Action Form” (SF5) for the “new hire” (e.g., exempt appointment, probational appointment), indicate in the “Remarks” section, “new State employee” or “transfer from agency”. These notations are necessary for the UH Payroll Office to determine if a new employee should be placed on “after-the-fact” payroll.

In view of this situation, we need to distinguish these new State employees from existing employees due to the impact of final payment upon separation of service. Instructions on the coding of personnel/payroll records to distinguish these new State employees hired on or after July 1, 1998 will be distributed at a later date.

If you should have any questions, please call the UH Payroll Office at 956-7444.