

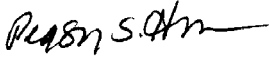
# UNIVERSITY OF HAWAI'I

Office of Human Resources

## MEMORANDUM

September 18, 1998

To: Administrative/Personnel Officers

From: Peggy S. Hong   
System Director of Human Resources

Subject: **Elimination of May 31 Lecturer Termination PNFs**

Effective January 16, 1999, Payroll Notification Forms (PNF) for Lecturer (F94) appointments and reappointments during the Spring semester must reflect the following remarks: "This appointment ends on May 31, 1999, unless employment is terminated prior to the end of the Spring Semester." This statement serves as the notice of the termination and notice that no PNF will be provided the employee at the end of the appointment period as was the previous practice. The Office of Human Resources (OHR) is working with Information Technology Services to automatically generate these remarks on any non-termination PNF created for a lecturer effective January 16, 1999 and every January 16th thereafter.

This procedure eliminates the necessity for the generation of a May 31 termination PNF for lecturers. The OHR will initiate a mass electronic update on PeopleSoft to reflect the approved (as opposed to suspended) termination transaction for all active lecturers effective May 31 and generate a report on the OHR homepage with the names of these lecturers sorted by employing agency. The Payroll Office has indicated that they would mass terminate all lecturers based on that report.

These instructions apply to lecturer-only (F94) appointments. If the employee has a joint non-lecturer appointment, then the January 16 PNF to add the lecturer appointment should not reflect the above remarks. Each field unit must continue to generate and process to Payroll a June 1 PNF to terminate the lecturer appointment in a joint non-lecturer appointment.

c: Kerwin Iwamoto  
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Michael Wong  
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