

**(Print on Department Letterhead)**

Date:

TO: Kalbert Young  
Vice President for Budget and Finance  
Chief Financial Officer

VIA: James R. Kashiwamura, Director  
Disbursing and Payroll Office

FROM: \_\_\_\_\_  
(insert individual's name who believes the financial obligation was improperly assessed)

SUBJECT: ADMINISTRATIVE HEARING FOR SALARY OVERPAYMENT

Pursuant to Chapter 91, Hawaii Revised Statutes (H.R.S.), Chapter 78-12, H.R.S., and Chapter 10 of Title 20 of the Hawaii Administrative Rules. I, \_\_\_\_\_ (name of employee) am requesting a hearing for my salary overpayment of \_\_\_\_\_ (amount).

Enclosed please find the Notification of Salary or Wage Overpayment, Overpayment Worksheet and Response to Notification of Salary or Wage Overpayment.

Please notify me when a hearing date is scheduled. If you have any questions or need additional information, please contact at \_\_\_\_\_ (contact person) at \_\_\_\_\_ (contact phone number).