March 23, 2001

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-3

TO:       Senior Vice President and Executive Vice Chancellor
          Senior Vice Presidents and Chancellors
          Senior Vice Presidents
          Vice Presidents
          Chancellor
          Executive Director
          Special Advisor to the President
          Mānoa Deans and Directors
          Directors

FROM:      Eugene S. Imai
           Senior Vice President for Administration

SUBJECT:   AMENDED ADMINISTRATIVE PROCEDURES

Personnel and/or Administrative Officers have been informed of the availability of the following
Administrative Procedure (AP) on the World Wide Web (WWW) in Adobe/Acrobat format. Those units that do
not have access to the WWW may contact their respective Personnel/Administrative Officer for a hardcopy.

(Amended) A9.235 Administrative Stipends for Department Chairs, Special Program Directors and Chairs of
          Academic Subdivisions

• Administrative stipend limits have been raised.

(Amended) A9.720 Workers’ Compensation

• This administrative procedure has been updated to reflect changes in forms and procedures in
  concert with the purchase of insurance coverage for the University’s workers’ compensation
  program. The most significant change is the separation of payments of wage loss replacement
  benefits from sick/vacation leave pay. Designated workers’ compensation coordinators (WCC)
  have been oriented to the transitional processes and requirements. WCCs are advised to
  immediately replace all previously issued instructions and procedures with the revised
  Administrative Procedure A9.720. Additionally, an electronic "calculator" – a spreadsheet
  programmed with the requisite formulae – is available to WCCs to calculate the supplemental
  sick/vacation pay. WCCs are reminded to timely complete and submit to Payroll the revised Form
  78.

If you have any questions, please contact Steve Yamada (email: steve@mail.pers.hawaii.edu).