



UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

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).