

SECTION 341: PARKING FEES1. General Comments.

- (a) Employees of the State of Hawaii who apply for and are assigned State parking spaces are subject to the rules, regulations, and rental agreements of the agencies having jurisdiction over the State's parking facilities. These agencies are the Parking Control Branch of the Department of Accounting and General Services, and the Parking Operations, Auxiliary Services, of the University of Hawaii.
- (b) Except for the limited instances in which special arrangements have been made, parking fees must be paid by State employees to the appropriate parking agency through a payroll assignment. The amount of the assignment, its duration, and whether the fees must be paid in advance are all determinations made by each parking agency. Payroll deductions for parking fees are paid by the Comptroller through the State's payroll system to the parking agencies.
- (c) The following procedures, therefore, deal with payment of parking fees through payroll deductions, and do not include procedures for other payment arrangements mutually agreed upon by the parking agencies and the employee.

2. Legal Provisions. Sections 107-11 and 308-1 of the Hawaii Revised Statutes provide the legal bases upon which the Comptroller of the State of Hawaii and the Board of Regents of the University of Hawaii, respectively, have promulgated rules and regulations governing the control of State parking facilities. Among other provisions, these statutes empower the Comptroller and the Board of Regents to establish and assess uniform rental fees for use, by employees, of the parking facilities.

3. Form. The SALARY ASSIGNMENT/CANCELLATION, SAFORM D-60, is a multi-purpose form that is used to report a request for salary assignment or to change or cancel the amount of parking fees assigned to the State's parking agencies. Refer to Part 700, Appendix, for form illustrations and related instructions.

4. Procedures.

- (a) The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing parking fee assignments, changes, or cancellations of assignments. More specific procedures for the preparation, review and routing of the SAFORM D-60 are described below.
- (b) Assignments or cancellations of parking fee assignments are processed through the parking agency and distributed as noted on each copy of the SAFORM D-60.

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- (c) Forms for new or revised assignments should be submitted no later than 4:00 p.m. of the first workday of either payroll period in a month, if they are to be reflected in that payroll period.