

STATE OF HAWAII
Accounting Manual

Volume III
Part 300: Deductions from Gross Payroll

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SECTION 351: THE UNIVERSITY OF HAWAII FOUNDATION

General Comments

The University of Hawaii Foundation is a private corporation which was chartered in 1955 to solicit, collect, and administer private funds given to assist the University of Hawaii in its quest for superiority and excellence. Donations received are used to complement what is received from State and Federal sources.

Forms

The STATE ACCOUNTING FORM D-60, 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 assigned to the University of Hawaii Foundation, except for the period when the annual fund drive, as mentioned below, is being conducted. Refer to Part 700, Appendix, for form illustrations and related instructions.

A special form, UNIVERSITY OF HAWAII FOUNDATION SALARY ASSIGNMENT FORM, designed and supplied by the University of Hawaii Foundation, may be used during an annual fund campaign to solicit donations from certain State employees. Any changes or revisions to this special form will require the prior approval of the State Comptroller to assure compatibility with the State's payroll system.

Procedures

The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing the University of Hawaii Foundation assignments, changes, or cancellation of assignments.

Exceptions to the General Voluntary Deduction Procedures are as follows:

I. THE UNIVERSITY OF HAWAII FOUNDATION:

A. Use of the SAForm D-60.

1. This form is to be used by an employee for assignments, changes, and cancellation of assignments to the University of Hawaii Foundation other than for the annual fund campaign.

2. Copy #2 is returned from Central Payroll and is retained as part of the Foundation files.

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Procedures (cont'd.)

B. Preparation, Receipt and Disposition of Special Forms.

1. During an annual fund campaign for donations, the employee, with the assistance of the Foundation personnel, completes a special form supplied by the Foundation.

2. The forms are batched and submitted daily when practicable to Central Payroll. All special forms must be submitted to Central Payroll by a specified date as required by the University of Hawaii Foundation; however, they must be submitted no later than 4:00 p.m. of the first work day of the month, if they are to be reflected in the payroll for that month.

II. DEPARTMENTAL PROCEDURES:

A. Use of the SAFORM D-60.

This form is to be used by an employee for assignments, changes, and cancellation of assignments to the University of Hawaii Foundation other than for the annual fund campaign.

B. Receipt and Disposition of Special Form.

During the annual fund campaign for donations, copy #3 of the special form used by the University of Hawaii Foundation is received from Central Payroll and distributed to the respective employees.