

SECTION 361: NET SALARY ASSIGNMENT

1. General Comments. As an accommodation to employees of the State of Hawaii, an employee may make one assignment of his net compensation to anyone he wishes to receive his net compensation regularly. Frequently, such an assignment is made to a bank or other financial institution for deposit to the employee's account. Normally, an assignment is used so that the State can properly make a single payment payable to an institution designated by several employees, the exception being that an individual's net salary may, in rare instances, be transmitted to an individual or business establishment.
2. 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 an employee's net salary assignment to a bank, financial institution, or an individual. Refer to Part 700, Appendix, for form illustrations and related instructions.
3. Procedures.
 - (a) The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing net salary assignments, changes, or cancellation of assignments. More specific procedures for the preparation, review and routing of the SAFORM D-60 are described below.
 - (b) Assignments, changes, or cancellation of net salary assignments are processed through the various banks, financial institutions or individuals and distributed as noted on each copy of the SAFORM D-60.
 - (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.