

STATE OF HAWAII

Accounting Manual

Volume III

Part 300: Deductions from Gross Payroll

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SECTION 362: PRIORITY PAYROLL

1. General Comments.

- (a) Under the priority payroll procedure, presented in SECTION 257, payroll deduction is authorized for the priority payment received by the State employee. The employee authorizes the Comptroller, in writing, to deduct under the State's payroll system the priority payroll payment from the employee's next scheduled gross payroll and assign the amount to the Director of Finance, State of Hawaii.
- (b) The TYPE code for deduction under this procedure, which is described in the remainder of this section, is "PP".

2. Form.

- (a) The SALARY ASSIGNMENT/CANCELLATION, SAFORM D-60, is the form used to authorize, initiate, and cancel the amount of the payroll assignment to the Director of Finance, State of Hawaii.
- (b) Refer to Part 700, Appendix, for form illustrations and related instructions.

3. Procedures.

- (a) The General Voluntary Deduction Procedures as presented in SECTION 340 are followed in processing priority payroll assignments. Exceptions to the foregoing are described in the remainder of this paragraph.
- (b) Departments.
  - (1) Preparation of SAFORM D-60. Departmental personnel assist employees in completing SAFORM D-60 for submission to Central Payroll for payroll processing. The total deduction amount (as reflected in the SWV) multiplied by 2 is entered on the form as the "monthly assignment amount" to deduct the priority payment in one lump sum. The total deduction amount (as reflected in the SWV) is also entered on the form as the "commitment amount" to cancel the assignment when the deduction is made from the employee's gross payroll.

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- (2) The SAFORM D-60 must be submitted to Central Payroll by 12:00 noon (in either the first half or second half payroll period), accompanied by the NOTIFICATION FOR PAYROLL ADJUSTMENT, SAFORM D-70 and the SUMMARY WARRANT VOUCHER, to result in preparation of the WARRANT for the employee by the following morning.
  - (3) At the end of the payroll period, a State of Hawaii WARRANT and related PAYROLL ASSIGNMENT REGISTER (2 copies) are received from Central Payroll. The WARRANT is deposited to the account charged on the SUMMARY WARRANT VOUCHER by preparing the TREASURY DEPOSIT RECEIPT, SAFORM B-13.
- (c) Central Payroll.
- (1) Central Payroll pre-audits and approves the SAFORM D-60, and routes Copy #1 to the data processing center for payroll processing.
  - (2) Copy #2 is attached to the SUMMARY WARRANT VOUCHER for reference filing.