

STATE OF HAWAII

Accounting Manual

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Volume III: Payroll Expenditures

Part 700: Appendix - Instructions and Related Sample Forms

Page 715.01

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SECTION 715: NOTIFICATION OF PERSONNEL ACTION, SF-5B

1. Purpose. The SF-5B document is used by the University of Hawaii, specifically for Board of Regents appointees, to authorize the establishment of, the subsequent changes to, and the termination of appointees' payroll records, and to pay appointees based on the latest personnel transactions.
2. Prepared By. The University of Hawaii.
3. Frequency. As required.
4. Distribution.

- (a) Copy #1 - To the data processing center and to Central Payroll, for verification and control filing.

(Note: The document should be batched. EDP Form C-100 should accompany each batch of documents. The documents in each batch should be filed in alphabetical sequence within payroll number.)

- (b) Copy #2 - Personnel Office Copy.
- (c) Copy #3 - Payroll Office Copy.
- (d) Copy #4 - B&F - Employee Retirement System Copy.
- (e) Copy #5 - Appointee Copy.
- (f) Copy #6 - Dean of College Copy.
- (g) Copy #7 - Chairman or Dept. Head Copy.
- (h) Copy #8 - Dean, Graduate Div. or Chancellor Copy.

(Note: The detail instructions for completing the SF-5B are contained in the University of Hawaii BI 2041, Instructions for Preparation of Standard Form 5B (SF-5B), Notification of Personnel Action.)

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Page 716.01

EXHIBIT A: FILLED OUT SAMPLE OF SF-5B

**UNIVERSITY OF HAWAII**

**NOTIFICATION OF PERSONNEL ACTION**

1 SOCIAL SECURITY NO <b>999-14-1909</b>		2 NAME (LAST, FIRST, MIDDLE) <b>JOHNSON, RICHARD S.</b>			MR. MS. MRS. <b>MR.</b>		3 ADDRESS STREET <b>3193 16th Ave.</b> CITY <b>HONOLULU, HAWAII</b> ZIP CODE <b>96816</b>		
4 DATE OF BIRTH <b>06-12-25</b>	5 SERVICE COMMUNICATION DATE <b>09-01-62</b>	6 SEX <b>M</b>	7 RACE <b>Y</b>	8 MARITAL STATUS <b>S</b>	9 PAYROLL STATUS <b>00</b>	10 PAYROLL NUMBER <b>00</b>	11 PAYROLL DIST CODE <b>F57</b>	12 RETIREMENT <b>141</b>	13 FICA <b>2</b>
15 NATURE OF ACTION <b>REDISTRIBUTION OF FUNDS</b>				16 EFFECTING DATE <b>08-01-80</b>					
14 FROM POSITION TITLE <b>PROFESSOR</b>					15 TO POSITION TITLE				
18 POSITION NO <b>81241</b>	19 OCC. DEP. CODE <b>99150</b>	20 SALARY RANGE STEP <b>15</b>	21 PAY RATE HOURLY RATE <b>2,681.00</b>	22 ISLAND <b>2</b>	23 POSITION NO	24 OCC. DEP. CODE	25 SALARY RANGE STEP	26 PAY RATE MONTHLY RATE	27
28 NAME OF EMPLOYING AGENCY DEPT <b>UNIVERSITY OF HAWAII</b> DIVISION <b>COLL OF ARTS &amp; SCI</b> BRANCH OFFICE <b>SOCIOLOGY DEPT</b> SECTION UNIT <b>MAHOA CAMPUS</b>				29 CODE <b>22</b> <b>33</b> <b>56</b> <b>00</b> <b>01</b>	30 NAME OF EMPLOYING AGENCY DEPT DIVISION BRANCH OFFICE SECTION UNIT				31 CODE
32 OTHER ALLOWANCES OR DIFFERENTIALS CODE DESCRIPTION AMOUNT				33 OTHER ALLOWANCES OR DIFFERENTIALS CODE DESCRIPTION AMOUNT					
34 INCREMENT DUE	35 POSITION CONTROL CATEGORY <b>1</b>	36 TIME AUTHORIZED P.T.E. <b>3</b>	37 HEALTH BENEFIT PLAN <b>100.000</b>	38 GROSS <b>HMSA</b>	39 DATE OF APPT AFFIDAVIT ACCESSION ONLY <b>211</b>	40 ETHNIC CODE <b>08-27-62</b>	41 DATE OF HIRE <b>W</b>	42	43 REMARKS <b>09-01-62</b>
44 UNIFORM ACCOUNTING CODE				45 PERCENT	46 STIPEND AMOUNT	47			
22	G	81	024	F	068	2000	B500	075.00	
22	G	81	028	F	450	2000	B500	025.00	
44 APPOINTMENT PERIOD FROM <b>07-01-67</b> TO <b>08-31-00</b>				45 ANNUAL BASE SALARY <b>32,172.00</b>	46 HIGHEST DEGREE <b>D-65</b>	47 BARGAINING UNIT CODE <b>07</b>	48 TENURE <b>T67D56</b>		
49 IF NOT U.S. CITIZEN, CITIZEN OF WHAT COUNTRY				50 DATE ENTERED U.S.	51 INTENDED STAY	52 PRESENT VISA	53 USA PENDING		
54 The above appointment is contingent on the availability of funds, and visa provisions when applicable. It is also certified that the appointment is in compliance with Board of Regents policies and applicable statutes and regulations. In the event that service does not continue throughout the term, if any so specified, the salary due will be based upon the period of actual service.									
57 NAME AND TITLE (EMPLOYEE, HEAD OF PRINCIPAL INVESTIGATOR)					58 SOCIAL OFFICER				
59 NAME AND TITLE (COUNSELOR, REQUEST)					60 DATE OF REGENT'S APPROVAL				
61 NAME AND TITLE (SUPERVISOR, OR OTHER OFFICER)					62 SIGNATURE				
63 SIGNATURE					64 SIGNATURE				

JOC NO **F-B-13001**

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