

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 700: Appendix - Instructions and Related Sample Forms

Page 761.01

SECTION 761: INSTRUCTIONS FOR COMPLETING STOP PAYMENT FOR PAYROLL,
STATE ACCOUNTING FORM D-51

1. Purpose. To initiate a "stop payment" action of an employee's pay to prevent overpayment due to the following reasons:
 - (a) Termination
 - (b) Leave without pay (LWOP)
 - (c) Duplicate payment
 - (d) Cancellation of employment

(Note: Stop payments affect only "B" (regular) and "E" (irregular) type payment codes.)
2. Prepared By. Authorized personnel at Central Payroll, DAGS.
3. Frequency. Based on departmental telephone requests for stop payment. Telephone requests for stop payment may be received up through 9 a.m. of the 3rd work day before pay day of each payroll period.
4. Distribution. One copy prepared; routed to the data processing center; returned to DAGS Central Payroll for verification and reconciliation, then filed for future reference.

October 1, 1981

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STATE ACCOUNTING FORM D-51

ITEM NO.	DATA AND DATA INSTRUCTIONS
①	PERIOD ENDING - Enter the last day of the payroll period in which the stop payment action is to take effect.
②	SOCIAL SECURITY NO. - Enter the social security number of the employee whose payment will be stopped.
③	POSITION NO. - The first 3-digits of the employee's position number are preprinted (900). Add the employee's 2-digit payroll number and department alpha code.
④	EMPLOYEE NAME - Enter the last name, first name, and middle initial of the employee.
⑤	AC - Enter the appropriate code that would indicate the action to be taken. Codes: S - Stop Payment P - Cancel previous stop payment request
⑥	EFFECTIVE DATE - Enter the effective date of this action. This date will always be the same as the pay date for which the employee would have been paid if the stop payment notice was not issued.
⑦	P/R NO. - Enter the payroll number from which the employee is being paid.
⑧	AUTHORIZED PERSONNEL REQUESTING STOP PAYMENT - Enter the name of the person who made the call to stop payment of an employee. That person must be authorized to stop a payment.
⑨	REASON FOR STOP PAYMENT - Enter the reason for stop payment action.
⑩	GROSS AMOUNT PAID - Enter the gross amount ("B" or "E" type payments) being reported on the payroll change schedule.
⑪	TOTAL AMOUNT - Enter the total gross amount reported in the "GROSS AMOUNT PAID" column.
⑫	AUTHORIZED SIGNATURE, CENTRAL PAYROLL, DAGS - Enter the date and name of the person at Central Payroll who is authorized to prepare this form.

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EXHIBIT B: FILLED OUT SAMPLE OF SAFORM D-51

PD1	STATE OF HAWAII							PAYROLL PERIOD ENDING 07-15-81
1-3	STOP PAYMENT FOR PAYROLL							
φ NUMERIC								
SOCIAL SECURITY NO. 5-14	POSITION NO. 15-20	EMPLOYEE NAME	AC 21	EFFECTIVE DATE 22-27	P/R NO. 28-30	AUTHORIZED PERSONNEL REQUESTING STOP PAYMENT	REASON FOR STOP PAYMENT	GROSS AMOUNT PAID
575-22-4168	988:89	E BARKING, JOHN E.	S	07-15-81	E89	Jan	Term. 7/14/81 cot	209.66
521-64-1234	53	F SMITH, ISAIAH J.			F53	Cheryl	Resign 6/21/81	456.56
576-54-9761	67	F OKAZAMI, CONNIE S.			F67	Max	LWOP 7/1/81	524.66
576-36-3482	65	F HUDDLES, SIMON P.			F65	Miriam	Term. 7/2/81	721.56
576-62-0281	37	H HONG, ALICE Y.			H37	Ellen	Retire 6/30/81	417.61
575-46-3964	09	K FLANAGIN, HORATIO S.			K09	John	Transf out	516.36
576-04-5551	02	K LOOK, SAMSON U.			K02	Olivia	LWOP Sick 6/10-7/1/81	209.66
326-46-9163	34	J KAWANISHI, LORI T.			J34	Jeanne	Overpaid	434.27
331-14-6317	05	H UHLRICH, WINONA K			H05	Shirley	Resign 6/30/81	225.66
576-94-5862	17	D MAKI, EUNICE O.			D17	Debbie	Term. 6/30/81	473.66
Remarks:							TOTAL AMOUNT	4,186.18
			AC - ACTION CODE S - STOP PAYMENT P - CANCEL STOP PAYMENT	07-15-81 Date		 Authorized Signature Central Payroll, DAGS		

STATE ACCOUNTING FORM D-51
July 1, 1981 (Revised)