

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 800: Appendix - Explanations and Related Sample Reports

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SECTION 804: EXPLANATION OF THE TURN-AROUND SET OF ORGANIZATIONAL TIME SHEET,
STATE ACCOUNTING FORM D-56

1. Purpose.

(a) Upon departmental request, the Turn-around SAFORM D-56 is generated by the computer with some data fields pre-recorded to facilitate the preparation of this form for the reporting of employees' time.

(b) The data fields which are pre-recorded by the computer are:

(1) DEPARTMENT

(2) PAYROLL NO.

(3) SOCIAL SECURITY NO.

(4) POSITION NO.

(5) EMPLOYEE OR SUBSTITUTE NAME

2. Prepared By. Data processing center for use by reporting departments.

3. Frequency. For each pay period, a set of turn-around SAFORM D-56 is printed 2 or 3 work days before the start of the next payroll period.

4. Distribution. The turn-around sets of SAFORM D-56 are routed through Central Payroll to the requesting departments.

5. Input Procedure.

(a) Follow the INSTRUCTIONS FOR COMPLETING ORGANIZATIONAL TIME SHEET, STATE ACCOUNTING FORM D-56 (Section 704, Volume III).

(b) If an employee's pre-printed data has changed (e.g., Position No.) during the current payroll period, line out the data and insert the new data.

(c) If no time is to be reported for an employee during the current payroll period, line out his name and all applicable pre-printed data to avoid keypunching of unnecessary transactions.

