



**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

June 12, 1998

COMPTROLLER'S MEMORANDUM NO. 1998-15

TO: Heads of Departments

ATTN.: Payroll and Personnel Offices

SUBJECT: Payroll Payment Policy for New Employees

The passage of Act 110, SLH 1998 requires all employees hired on or after July 1, 1998 to specify a financial institution checking or savings account into which the State will deposit their net pay. Secondly, all employees, except those belonging to bargaining units 5 and 7, hired on or after July 1, 1998, shall be paid on the same pay dates and for the same pay periods as non-salaried employees.

To request a waiver, the following information should be provided in writing by the head of the department:

1. Written statement from the employee that he/she does not have a checking or a savings account to which his net pay may be deposited, and
2. Additional information which the department head believes should justify the waiver.

In all other cases where waiver is not sought, the departmental personnel should follow the schedule entitled "Payroll Assignment Due Dates" which was previously issued in submitting the State Accounting Form D-60 to assign the employee's net pay.

Should there be any questions, please call Sheila K. Walters of our Pre-Audit Branch at 586-0650.


RAYMOND H. SATO
State Comptroller