

NEIL ABERCROMBIE
GOVERNOR



BRUCE A. COPPA
COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

JUL - 7 2011

COMPTROLLER'S MEMORANDUM NO. 2011-13

TO: Heads of Departments
ATTN: Fiscal Offices
SUBJECT: Early Cashing of Payroll Checks

Effective July 20, 2011, employees should be informed that payroll checks cashed before the printed check date will be returned to the depositor (employee). The employee will be responsible for any fees that may be assessed by the depositor's financial institution for the returned check.

For those employees still receiving paper checks, we request that you strongly encourage them to bank assign their net pay. As a reminder, any employee who started after July 1, 1998 and who works as a permanent employee, is required to assign his/her net pay to a financial institution unless a written approval is obtained from the State Comptroller.


BRUCE A. COPPA
State Comptroller