

NEIL ABERCROMBIE
GOVERNOR



DEAN H. SEKI
COMPTROLLER
JAN S. GOUVEIA
DEPUTY COMPTROLLER

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

APR 19 2012

COMPTROLLER'S MEMORANDUM NO. 2012-10

TO: Heads of Departments and Agencies
ATTN: Fiscal Offices
SUBJECT: Monthly Reporting of Salary and Wage Overpayments

Administrative Directive No. 12-03, Salary and Wage Overpayments, became effective March 30, 2012 requiring the Comptroller to "Develop salary overpayment reporting procedures for all departments."

As a result, we are rescinding Comptroller's Memorandums No. 2003-24, Monthly Reporting Requirement of Salary Overpayment Amounts, and No. 2004-11, Salary Overpayment Reporting, and are updating reporting requirements in this memorandum.

The columnar reporting format remains the same except for the last column which has been retitled "Referred to the Attorney General". Cases referred to the Attorney General's Collection Division (AG-CD) should still be reflected in the department's monthly report until the department receives instructions that the overpayment amount will be written off.

All monthly reports should be transmitted by memorandum from the director to the comptroller and should be submitted by the fifteenth of the following month. If a department is not able to meet this deadline, please notify the Pre-Audit Branch of any delay. Departments will no longer receive reminders for monthly submission, and instead, a notation will be made that no submittal was received.

If you have any questions, please call Wayne Horie, Accounting Division Chief, at 586-0600 or Sheila Walters, Pre-Audit Branch Chief, at 586-0650.

A handwritten signature in black ink, appearing to read "D. Seki".

DEAN H. SEKI
State Comptroller

Attachment

