



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

April 3, 2006

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-01

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

**SUBJECT: ADMINISTRATIVE PROCEDURE A8.876 – OVERTIME
AUTHORIZATION AND COMPENSATION**

Transmitted herewith is the Administrative Procedure A8.876 – Overtime Authorization and Compensation. Major revisions to this Administrative Procedure are:

1. The clarification of procedures for initiating the request for overtime and for retention of documents related to the overtime.
2. Update of the required forms which are PDF fillable and available on-line.

The Administrative Procedure A8.876 – Overtime Authorization and Compensation has been updated and is available at <http://www.hawaii.edu/svpa/apm/disb/a8876>.

Any questions concerning these procedures should be directed to Michael Wong at 956-8575.