



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

April 21, 2006

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-03

TO: University Administrators and Chancellors

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

**SUBJECT: ADMINISTRATIVE PROCEDURES A8.872 -
EMERGENCY (PRIORITY) PAYROLL**

Transmitted herewith is the Administrative Procedure A8.872 – Emergency (Priority) Payroll. The revisions to this Administrative Procedure have:

- clarified procedures for the processing and repayment of the priority payroll; and
- provided for PDF fillable forms to process emergency payroll transactions.

The administrative procedure is available on the Worldwide Web (WWW) in an Adobe/Acrobat format at <http://www.hawaii.edu/apis/apm/sysap.html>.

Please call the Payroll Office at 956-7444 should you have any questions.