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## UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

July 11, 2006

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-16

**TO:** University Administrators and Chancellors

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

**SUBJECT: ADMINISTRATIVE PROCEDURES A8.877, PAYROLL OVERPAYMENT**

Our Administrative Procedures was amended to provide for two different collection procedures to record, delete and change payroll overpayments for University employees.

A8.878, Payroll Overpayment was revised to reflect modifications in overpayment that was initiated by the State of Hawai'i, Department of Human Resources Development (DHRD). DHRD was able to reach an agreement with the Hawai'i Government Employees Association (HGEA) and the United Public Workers (UPW) regarding the recovery of salary overpayments. Since the revisions are applicable to employees who are members of the HGEA and the UPW, The procedure was revised to reflect the Unions' right to review overpayment determination information, to contest an overpayment determination that allegedly violates the contract, and to use the grievance procedure to resolve the dispute. The procedure is applicable to employees in Bargaining Units 01, 02, 03, 04, 09 and 10 who have incurred a salary or wage overpayment.

This **new** Administrative Procedure A8.877 was established to provide our departments with the policies and procedures that must be followed for recovering salary and wage overpayments for University employees who are **NOT** members of Bargaining Units 01, 02, 03, 04, 09 and 10 and have incurred a salary or wage overpayment.

The Administrative Procedures also provide for PDF fillable forms to process the business transactions and is available on the Worldwide Web (WWW) in an Adobe Acrobat format at <http://www.hawaii.edu/apis/apm/sysap.html>.

Should you have any questions, please call the Payroll Office at 956-7444.