



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

July 11, 2006

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-17

TO: University Administrators and Chancellors

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

SUBJECT: **ADMINISTRATIVE PROCEDURES A8.878, PAYROLL OVERPAYMENT**

The Administrative Procedures A8.878, Payroll Overpayments was revised for clarity purposes and the inclusion of:

- 1) provisions for the collection of salary or wage overpayment to employees of the University; and
- 2) provisions for appeal procedures.

A8.878 was revised to reflect an agreement between the State of Hawai'i Department of Human Resources Development (DHRD), the Hawaii Government Employees Association (HGEA) and the United Public Workers (UPW) regarding the recovery of salary overpayments. The DHRD was able to modify collection procedures and at the same time maintain the Unions' right to review overpayment determination information, to contest an overpayment determination and to use the grievance procedure to resolve the dispute. The revised procedures are applicable to employees in Bargaining Units 01, 02, 03, 04, 09 and 10 who have incurred a salary or wage overpayment.

The Administrative Procedures also provide for PDF fillable forms to process the business transactions. This procedure 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.