



## UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

December 6, 2006

### ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 06-23

TO: University Administrators and Chancellors

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

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.877 – PAYROLL OVERPAYMENT**

This Administrative Procedure was revised to combine the two following overpayment procedures:

A8.877 Payroll Overpayment  
A8.878 Payroll Overpayment

Under an Executive Memorandum from the Governor's Office, the agreement between the State of Hawai'i, Department of Human Resources Development and the Hawai'i Government Employees Association and the United Public Workers regarding the recovery of salary overpayments was superceded. This Executive Memorandum incorporates the provisions of the Hawai'i Revised Statutes and requires that the department begin immediate recovery of indebtedness. The amount to be recovered is determined by the amount of the indebtedness.

1. If the indebtedness is less than or equal to \$1,000, the minimum amount to be initially deducted is \$25.00 per pay period.
2. If the indebtedness is greater than \$1,000, the minimum amount to be initially deducted is \$100 per pay period.
3. If an agreement cannot be reached, in those cases where the indebtedness is equal to or greater than \$1,000, the maximum amount to be deducted is one-quarter of the gross salary, wages or compensation due to the employee per pay period.

The revised Administrative Procedure requires that overpayment recovery begin immediately even if a contested determination of indebtedness is pending. Additional provisions specify that:

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- Interest should be paid for cases where the determination of indebtedness was contested and found to be incorrect.
- Bargaining Units 01, 02, 03, 04, 09 and 10 must contest the determination of indebtedness through the grievance process.
- All other employees must request a hearing to contest the indebtedness.
- Employee may make immediate and full repayment.
- Employee may have options to repay (i.e., apply compensatory time or vacation).

A8.877 is revised to provide the departments with guidelines that must be followed for recovering salary overpayment for all University employees who have incurred a salary or wage overpayment. A8.878 will be deleted.

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.