

Prepared by the Disbursing Office  
This replaces Administrative Procedure No. A8.885  
dated May 1991

A8.885  
July 1996

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A8.800 Disbursing/Accounts Payable and Payroll

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A8.885 Payroll Scan Sheet Preparation for Student, Casual, and Overload Employees

1. Purpose

To provide instructions for the preparation of payroll scan sheets for student, casual, and overload employees. Non-regular employee payroll payments are processed under the Student, Casual and Overload Payroll Information System (SCOPIS).

2. Definition

The Student, Casual and Overload Payroll Scan Sheet is a form for reporting hours worked or gross pay earned by an employee. Hours worked is reported for employees paid on an hourly basis and gross salary is reported for employees paid on a monthly basis, a fee basis, or an off-scale hourly (student assistant) basis. The scan sheet is computer generated based on the master file record and is designed to be read directly by an optical mark reader, thus by-passing the usual keypunch data entry process. The master file record has to be created before a scan sheet can be generated.

3. Objective

To assure that campuses/departments are complying with the policies concerning payroll scan sheets.

4. Applicability/Responsibilities

- a. This instruction applies to all University personnel preparing payroll scan sheets (Attachment 1).
- b. The Disbursing/Payroll Section is responsible for the collection and distribution of payroll scan sheets.

5. Guidelines

- a. For individuals paid on an hourly basis, an Individual Daily Time Record (UH Form 23-Attachment 2) must be maintained by the administrative office certifying the payroll scan sheet. The totals from this record are then transcribed to the

optical mark sensitive payroll scan sheet.

- b. Non-regular personnel on the SCOPIS system (work study-F1, casual-F2, student-F3 and overload-F4) will be paid twice a month on the same dates as regular employees. Payment for work performed during the first half of the month will be received at the end of the month. Payment for work performed during the second half of the month will be received at the mid-month payday of the following month.
- c. The SCOPIS system requires completion of employee payroll scan sheets for all categories listed above plus a daily time sheet for those who are paid on an hourly basis. In addition, all personnel on the SCOPIS system must comply with University, State, and Federal rules and regulations in executing the necessary payroll and personnel forms.
- d. If payment is for more than one pay period, forward the completed payroll scan sheet to the Payroll office with a memorandum or copies of time sheets verifying the multiple pay periods. Multiple pay periods for tax calculations are normally used only for the initial payment of a new appointment. Upon approval, the Payroll Office will input the number of pay periods in section #20 on the scan sheet, which will result in tax withholdings calculations based on gross earnings over multiple pay periods rather than one pay period.

## 6. Procedures

- a. The Payroll Scan Sheet (pre-printed) is computer generated from the master file record. Items 01 through 14 of the form will be completed reflecting the information as it is recorded on the master file record. The date the scan sheet was generated by the computer will also appear on the top right portion of the form. For SCOPIS Rush Requests on new hires (ADDS) and SSN changes, the SCOPIS system allows for centralized (Payroll Office) on-line input into the master files as well as on-line generation of SCOPIS payroll scan sheets. The date of the on-line generated payroll scan sheet will also appear on the top right portion of the form.

Item:

- 1 Name - last, first, middle
- 2 Payroll Number
- 3 Warrant Distribution Code
- 4 Social Security Number, followed by a two-digit computer ID Number
- 5 Account Code - as indicated on appointment document
- 6 Department
- 7 Marital Status

- 8 Federal Tax Exemptions
- 9 State Tax Exemptions
- 10 Class/Step (F1 & F3 only)
- 11 Hourly Rate for Hourly Rate Employees
- 12 Salary Basis to signify Monthly Rate Employees
- 13 Federal Insurance Contribution Act (FICA)
- 14 Earned Income Credit (EIC)

- 1) The pre-printed portion of the payroll scan sheet should be inspected for accuracy after they are received. If a data entry error is detected, or the scan sheet differs from that submitted on the Student Employment Work Agreement (SEWA) or UH Overload and Casual Notification of Personnel Action (UH Form 6), contact the Payroll Office immediately. Any other corrections must be initiated through the use of the Student, Casual, and Overload Payroll Change Form (UH Form 25) to correct the master file record for the next pay period.

Do not write changes on the payroll scan sheet.

- 2) Handle forms carefully. Do not fold, staple, or paper clip.
- 3) Keep forms dry.
- 4) Avoid making any extraneous marks on the payroll scan sheet.
- 5) When completing items 15 through 19 use a No. 2 pencil only. Do not use ink, ball point pen, or colored pencil.

For easier marking, mark with a partially sharpened No. 2 pencil and on a hard surface. (Marks made on a padded surface are sometimes too light to be picked up.)

- 6) Write the appropriate numbers with leading zeroes to 2 decimal places in the blocks, then very carefully fill the corresponding circle below each number. Fill circles completely. Failure to do this accurately could result in erroneous payments or no pay at all for an individual (i.e. fill leading zero circles).
- 7) Complete only applicable sections. If no night, regular overtime or night overtime hours were worked, these sections are to be left blank. When any of the hours sections are marked, no entry can be made in the gross salary section, and vice-versa. In no situation should both hours and gross salary data be reflected on a scan sheet.

Items 15 through 22 - follow instructions on back of scan sheet (Attachment 1).

- 8) Item 22 - The original signature in ink of the certifying officer should be completed by the fiscal officer or other official who has authority to expend the funds involved, to verify the work was completed for the benefit of the University, and that it was not previously paid for.

Keep the Period Ending date and Certifying Officer's Signature within the respective boxes.

- 9) Do not make any marks on the back side of your scan sheet. These marks will be picked up by the Optical Mark Reader and may result in erroneous payments to employees.
- 10) Pre-printed payroll scan sheets will be computer generated under the following conditions:
  - a) New Master file record is created by a Student Employment Work Agreement (SEWA) or UH Overload & Casual Notification of Personnel Action form (UH Form 6)
  - b) Payment was processed in the last payment cycle
  - c) Social Security Number change
- 11) Time is of the essence.

The completed and certified payroll scan sheets must be transmitted to the Disbursing Office by 11 a.m. on pay day for payment on the following pay day. Please use the most expeditious means for the transmittal of scan sheets. Failure to meet these deadlines will result in a delay of the employee's pay for one pay period. Forward payroll scan sheets in batches by Warrant Distribution Number sequence.

b. Individual Daily Time Record

The Individual Daily Time Record (UH Form 23 - Attachment 2) must be maintained for all personnel who are paid on an hourly rate basis. The form incorporates provisions to identify regular, night, overtime, and night overtime hours worked to comply with the Federal Labor Standards Act.

- 1) Individual Daily Time Records must be maintained by the administrative office certifying the payroll scan sheet and need not be turned in to the Payroll Office. Individual Daily Time Records are to be completed in ink or indelible pencil.

- 2) Federal regulations specify that Individual Daily Time Records for College Workstudy (F1 Payroll) student assistants must be retained for at least five (5) years following a completed audit.
- 3) For employees other than College Workstudy (F1 Payroll) student assistants, State of Hawaii General Records Schedules specify that Individual Daily Time Records must be retained for at least three (3) years if audited, otherwise six (6) years.
- 4) The following information must be filled out appropriately by the employee and certified by the supervisor:
  - Name (Last, First, Middle)
  - Month/Year
  - Hours worked for partial week on last time record
  - Account codes for Federal (F) and Trust (P-280-F) funds only
  - Hourly Rate
  - Warrant Distribution Code
  - Individual Daily Time Record by date, clock time, Regular + Night + Overtime + Night Overtime hours, Subtotal hours, Grand Total hours, and Converted hours.  
\*Note: Grand Total Hours must be converted to decimal fractions.
  - Employee Signature
  - Supervisor Signature

#### 7. Availability of Forms

Payroll Scan Sheets generated at the Computing Center in the batch process are distributed by the University's Mailroom Service.

Payroll Scan Sheets generated on-line by the Disbursing Office, Payroll Section are to be picked-up by campus/department personnel. The Disbursing Office, Payroll Section will coordinate the pick-up process.

Supplies of the Individual Daily Time Records (UH Form 23) are available upon request from the Disbursing Office.

**UNIVERSITY OF HAWAII**  
STUDENT, CASUAL AND OVERLOAD PAYROLL SCAN SHEET

DATE

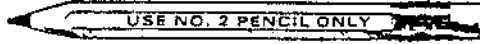
01 NAME	02 PAYROLL NO/03 WARR. DIST.
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04 SOCIAL SECURITY NUMBER	ID
0 0 0 0 0 0 0 0 0 0	0 0
1 1 1 1 1 1 1 1 1 1	1 1
2 2 2 2 2 2 2 2 2 2	2 2
3 3 3 3 3 3 3 3 3 3	3 3
4 4 4 4 4 4 4 4 4 4	4 4
5 5 5 5 5 5 5 5 5 5	5 5
6 6 6 6 6 6 6 6 6 6	6 6
7 7 7 7 7 7 7 7 7 7	7 7
8 8 8 8 8 8 8 8 8 8	8 8
9 9 9 9 9 9 9 9 9 9	9 9

05 ACCOUNT CODE	06 DEPARTMENT
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07 MARITAL STATUS	08 FED. EXMPT.	09 STATE EXMPT.	10 CLASS/STEP	11 HOURLY RATE	12 SALARY BASIS
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13 FICA	14 EIC
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- FILL CIRCLES COMPLETELY
- ERASE CLEANLY WHEN MAKING CHANGES
- DO NOT FOLD, STAPLE OR PAPER CLIP

SEE INSTRUCTIONS ON BACK

15 REGULAR HOURS WORKED				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

16 NIGHT HOURS WORKED				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

17 OVERTIME HOURS WORKED				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

18 NIGHT-OVERTIME HOURS WORKED				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

19 GROSS SALARY					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

20 TAX PAY PERIODS
PAYROLL OFFICE USE ONLY
21 PERIOD ENDING

22 SIGNATURE OF CERTIFYING OFFICER

I CERTIFY THAT THE ABOVE SERVICES WERE RECEIVED FOR THE BENEFIT OF THE UNIVERSITY OF HAWAII AND THAT PAYMENT FOR SUCH HAS BEEN PREVIOUSLY MADE.

DISB (12/90) Printed in U.S.A. Mark Reflex+ by NCS MP84784:321 A2105-1

BACK

**INSTRUCTIONS FOR COMPLETING STUDENT, CASUAL AND OVERLOAD PAYROLL SCAN SHEET**

DO NOT MARK ON THIS SIDE OF THE SHEET

DO NOT MARK IN BOXES FOR ITEMS 1 THROUGH 14

FOR ITEMS 15 THROUGH 19:  
WRITE NUMBERS IN THE BLOCKS. THEN FILL THE CORRESPONDING CIRCLE BELOW EACH NUMBER.

19 GROSS SALARY						
0	0	1	2	3	4	0
●	●	○	○	○	○	●
1	1	●	1	1	1	1
2	2	2	●	2	2	2
3	3	3	3	●	3	3
4	4	4	4	4	●	4



- FILL CIRCLES COMPLETELY
- CORRECT MARK    INCORRECT MARKS
- ○ ● ○      ⊗ ⊘ ⊙ ⊚
- ERASE CLEANLY WHEN MAKING CHANGES
  - DO NOT FOLD, STAPLE OR PAPER CLIP

**DESCRIPTION FOR ITEMS 15 THROUGH 22**

- ITEM 15: REGULAR HOURS WORKED - Record only regular hours in this section. Do not include hours that qualify for premium pay rates.
- ITEM 16: NIGHT HOURS WORKED - Record regularly scheduled hours worked between 6:00 P.M. and 6:00 A.M. (shift work). Work performed during these hours on an unscheduled or occasional basis may be recorded here with concurrence of the supervisor. Do not include these hours in the regular hours section.
- ITEM 17: OVERTIME HOURS WORKED - Record all hours in excess of 40.00 for the standard work week. Do not include these hours in the regular, night, or night-overtime hours sections.
- ITEM 18: NIGHT-OVERTIME HOURS WORKED - Record overtime hours worked between 6:00 P.M. and 6:00 A.M. Do not include these hours in the regular, night, or overtime hours sections.
- ITEM 19: GROSS SALARY - Use for personnel paid on a salary basis. Enter the gross salary due for this pay period. When this section is used, entries must not be made in the hourly sections (items 15-18).
- ITEM 20: NUMBER OF PAY PERIODS - For payroll office use only. If payment is for more than one pay period, contact the payroll office.
- ITEM 21: PERIOD ENDING - Enter last day of pay period.
- ITEM 22: SIGNATURE OF CERTIFYING OFFICER - Certifying officer must sign.

# UNIVERSITY OF HAWAII INDIVIDUAL DAILY TIME RECORD

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Year \_\_\_\_\_  
 Month \_\_\_\_\_  
 Hourly Rate \_\_\_\_\_  
 Warr. Distr. Code \_\_\_\_\_

General Instructions:  
 • Use ink or indelible pencil.  
 • Workweek = 12:01 AM Sunday to 12:00 PM Saturday.  
 • For Supervisors of CWSP (F1) student assistants: Federal regulations specify that Individual Daily Time Records must be kept for a period of 5 years following a completed audit.

Hours Worked for Partial Week on Last Time Record  
 Federal (F) & Trust (P-280-F) Funds Only  
 Account Code \_\_\_\_\_

Date	CLOCK TIME (Indicate AM and PM hours)		REGULAR Hours & Minutes	NIGHT Hours & Minutes	OVERTIME Hours & Minutes	NT-OVERTIME Hours & Minutes
	Start	Stop				
Sunday	:	:	:	:	:	:
Monday	:	:	:	:	:	:
Tuesday	:	:	:	:	:	:
Wednesday	:	:	:	:	:	:
Thursday	:	:	:	:	:	:
Friday	:	:	:	:	:	:
Saturday	:	:	:	:	:	:
SUB-TOTAL HOURS						

Date	CLOCK TIME (Indicate AM and PM hours)		REGULAR Hours & Minutes	NIGHT Hours & Minutes	OVERTIME Hours & Minutes	NT-OVERTIME Hours & Minutes
	Start	Stop				
Sunday	:	:	:	:	:	:
Monday	:	:	:	:	:	:
Tuesday	:	:	:	:	:	:
Wednesday	:	:	:	:	:	:
Thursday	:	:	:	:	:	:
Friday	:	:	:	:	:	:
Saturday	:	:	:	:	:	:
SUB-TOTAL HOURS						

Date	CLOCK TIME (Indicate AM and PM hours)		REGULAR Hours & Minutes	NIGHT Hours & Minutes	OVERTIME Hours & Minutes	NT-OVERTIME Hours & Minutes
	Start	Stop				
Sunday	:	:	:	:	:	:
Monday	:	:	:	:	:	:
Tuesday	:	:	:	:	:	:
Wednesday	:	:	:	:	:	:
Thursday	:	:	:	:	:	:
Friday	:	:	:	:	:	:
Saturday	:	:	:	:	:	:
SUB-TOTAL HOURS						

**\*\* CONVERTED HOURS: Convert partial hours to decimal fractions using the following table:**

Minutes	Fractions	Minutes	Fractions
:05	.08	:35	.58
:10	.17	:40	.67
:15	.25	:45	.75
:20	.33	:50	.83
:25	.42	:55	.92
:30	.50		

**SUB-TOTAL HOURS**  
**GRAND TOTAL HOURS**  
**\*\* CONVERTED HOURS**

Signature - Employee \_\_\_\_\_  
 \*I certify that this student has worked the number of hours stated, and has performed the work satisfactorily.

Signature - Supervisor \_\_\_\_\_