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DIRECTOR'S OFFICE
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Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
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P. O. BOX 119
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April 18, 1995

COMPTROLLER'S MEMORANDUM NO. 1995-11

TO: Heads of Departments

ATTN.: Payroll/Personnel Offices

SUBJECT: Payroll File Maintenance Adjustments

Effective immediately, Pre-Audit Branch's Central Payroll Section will no longer accept requests to reduce an employee's pay via file maintenance adjustments. The reasons for this change are the lack of edit verification of changes made and staff shortages. We will continue to accept requests of total deletions from the payroll.

Departments should remind their staff of the need to maintain accurate and current attendance records and to immediately report leave without pay actions to the appropriate departmental payroll/personnel staff. By carrying out these previously established procedures, departmental payroll staff will be able to record the correct amount of pay before the payroll change schedule is submitted to Central Payroll.

Your cooperation in transmitting this memorandum to the appropriate staff will be appreciated. If your staff has any questions, please call Claire Fukuji, Central Payroll supervisor, at 586-0629.

EUGENE S. IMAI
State Comptroller

cc: HWY-SF
AIR-AF
HAR-SF
Barbara