Instructions for Salary Assignment/Cancellation (Form D-60) Form
Simplified version
To get the online D-60 form, please go to the Payroll Website: http://www.fmo.hawaii.edu/payroll/

a. Enter the employee’s Payroll Number and Warrant Distribution Code.
   • Both Payroll Number and Warrant Distribution code will need to typed on the top right next to the title “Salary Assignment/Cancellation”.

b. ‘University of Hawaii’ for the department.

c. For subdivision or school section, please enter the employing College/School/Department.

d. Enter the employee’s social security number.
   • Make sure to enter the social security number without any dashes.

e. Enter the employee’s name exactly as it appears on the Student Employment Work Agreement (SEWA), Payroll Notification Form (PNF), or Form 6 (overload & casual notification of personnel action).

f. Enter TYPE code “BA” for Bank Assignment.

g. The AGENT section is to be inputted by Financial Institution or Payroll Office

h. Enter ‘C’ for assignment to a checking account or ‘S’ for a savings account.
   • It is okay to leave this section blank for cancellation of assignment.

i. For ID#, enter checking or savings account number (space limitation of 8 digits).
   • It is okay to leave blank if cancelling assignment.

j. Click on ‘Assigns’ or ‘Cancels’ box as appropriate.

k. Click on ‘My Net Wages’ for type BA (assigns only).

l. **Employee’s Signature and date are required on the form fillable D-60.**
   • MUST BE IN DARK BLUE INK.
   • PLEASE MAKE SURE ALL THREE SECTIONS ARE SIGNED AND DATED IN DARK BLUE INK.

m. Agent’s information and signature is required for assignments.
   • Do not abbreviate.
   • Only the Agent’s information is required for cancellation, signature is not needed.

o. If out-of-state financial institution, a note must be attached acknowledging a 7 to 10 day lag of deposit into the employee’s account.

p. Click on ‘Print Form’ when document is completely filled out.

q. Employee signs in box under ‘Employee Signature’, takes all three sections to financial institution for completion of box where “Type Agent’s name, Branch and Zip Code here” is located.
   • **SIGNATURE (DARK BLUE INK) NEEDED ON ALL THREE SECTIONS OF THE D-60.**

r. Upon receipt of completed D-60, cut along dotted lines and send all three sections of the completed D-60 to the Payroll Office.
   • Please make sure ALL THREE SECTIONS ARE CUT ALONG THE DOTTED LINES, otherwise the D-60 form will be returned to the Financial Aid Office.

s. Make copy for employee’s file

Be sure to follow each of the directions listed above to ensure that the D-60 form will not be returned by the Payroll Office. If you have questions, contact the Student Employment Office at (808) 974-7663