

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 be 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