Instructions for Salary Assignment/Cancellation (Form D-60)
Form Fillable Version

a. Enter the employee’s Payroll Number and Warrant Distribution Code. Click next to the title “Salary Assignment/Cancellation”
b. University of Hawaii will be default department.
c. Enter the employing College/School/Department
d. Enter the employee’s social security number (without dashes)
e. Enter the employee’s name exactly as it appears on the PNF, Form 6, SEWA
f. Enter type from menu
g. To be inputted by Financial Institution or Payroll Office
h. Enter ‘C’ for assignment to a checking account or ‘S’ for a savings account. Ok to leave blank for cancellation of assignment.
i. Enter checking or savings account number (space limitations of 8 digits). Ok to leave blank if cancelling assignment.
j. ‘F’ will be default department code.
k. Click on ‘Assigns’ or ‘Cancels’ box as appropriate.
l. Click on ‘My Net Wages’ for type BA (assigns only)
m. Employee’s Signature (dark blue ink) and date is required for all 3 sections of the form fillable D-60.

n. Agent’s information and signature (dark blue ink for all 3 sections) is required for assignments (no abbreviations). 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 employee’s account.
p. Click on ‘Print Form’ when document is completely filled out.
q. Employee signs in box ‘m’, takes to financial institution for completion of box ‘n’. Signature (dark blue ink) needed on all 3 sections of the D-60.
r. Upon receipt of completed D-60, cut along dotted lines and send all 3 sections of the completed D-60 to the Payroll Office by the applicable deadline.
s. Make copy for employee’s file.