SOEST CASUAL & OVERLOAD PAYMENT FORM INSTRUCTIONS

Please use the payee’s overload form 6 to fill out the following sections on the SOEST Casual and Overload Payment Form. After filling out the form, please print the overload payment form on PINK paper.

1. Payee’s Information
   a. Name – Input the payee’s last and first name
   b. UH ID Number – Input the payee’s eight-digit ID number
   c. Payroll Number – This section is a drop-down list. Select the appropriate payroll number.
   d. Warrant Distribution Code – Input the payee’s three-digit WD code
   e. Department Name – Input the department’s name

2. Payment Information
   a. Input the CHART CODE (i.e. MA, SW, etc.) and the SEVEN-DIGIT ACCOUNT NUMBER
   b. Input the AMOUNT for the current pay period
   c. If the payment should be split amongst different accounts please list each account and amount separately.

3. Pay Rate Basis (Select Hourly OR Salary)
   a. Hourly Basis (for Casual Hires) – *Online Hourly Timesheets are available for Casual Hires on TAPS
      i. Rate Section –
         1. Regular Hourly Rate – Input the hourly rate
         2. Night Hourly Rate – If applicable
         3. Overtime Hourly Rate – If applicable
      ii. Hours Worked – Take the “Converted Hours” from UH Form 23 and input it in the “Hours Worked” box
      iii. Gross Amount Section – This section is auto populated based on the amounts that are inputted in the RATE and HOURS WORKED sections.
      iv. Gross Amount Total Section – This section is auto populated based on the grand total of Regular, Night Hourly, and Overtime the Gross Amount sections.
      v. No. of Pay Periods – Use ONLY if prior pay periods are included in the current gross amount. Enter the # of pay periods and attach an additional UH form 23 for each prior pay period.
      vi. Attach the UH Form 23 to the Overload Payment Form
         1. Check the work hours that are inputted on the timesheet
SOEST CASUAL & OVERLOAD PAYMENT FORM INSTRUCTIONS

2. Check the “weekly sub-total work hours” on the timesheet. Please make sure it doesn’t exceed over the NTE work hours stated on the overload form 6.

3. If the casual hire exceeds over the NTE work hours, please provide a justification in email or writing.

vii. *Online Hourly Timesheets are available for Casual and Overload employees paid on an hourly basis. If your casual hire is interested, please discuss with your PI and casual hire to confirm how they would like to process the overload payment (online or SOEST overload payment form). If they’re planning to submit online, please let Ya-Yun know.

**b. Salary Basis**

i. Gross Salary – Input amount for current pay period

ii. No. of Pay Periods – Use ONLY if prior pay periods are included in the current gross amount.

Enter the # of pay periods and complete the table on the right to show the payment breakdown for each pay period. Attach an additional breakdown sheet if needed.

iii. For partial day payments, please attach an additional breakdown sheet to show the payment breakdown.

**c. Current Pay Period** – Input the current pay period dates

4. Signature of Certifying Officer

   a. *The PI, Chair, Department Head, or Dean’s signatures are acceptable

      i. *Please note that the payee CANNOT sign for their own payment form

   b. Signing Authority Memo – If the Certifying Officer is on travel or on leave, please have the appropriate authorized individual sign the payment form and attach a copy of the signing authority memo.

Past Due Overload Payment Form

- For any past due overload payment forms, it will be process with the next upcoming pay period. Please inform the employee when he or she will receive their payment. Refer to the 2019 TAPS/CURE Deadlines.

Questions regarding overload payments?

- Please contact Ya-Yun Hsueh at yhsueh@hawaii.edu