

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.

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

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.
 - a. Note: If the work week includes two pay periods, calculate the total of hours for the week and include both pay periods to ensure the casual hire is not going over the NTE.
- 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. A supervisor’s signature is required to certify that the work has been done:
 - i. SOEST internal overload payment forms for Graduate Assistants should be “certified” by PI, or their delegated signing authority if away on travel or leave.
 - ii. SOEST internal overload payment forms for PI’s should be “certified” by Department Chair, or their delegated signing authority if away on travel or leave.
 - iii. SOEST internal overload payment forms for Department Chairs should be “certified” by the Dean’s Office.
- 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.

5. Please use UH FileDrop to submit a PDF of the signed Overload Payment Forms to irimando@hawaii.edu by the SOEST internal TAPS deadline date for each pay period. Refer to the **2024 SOEST TAPS Deadlines Schedule**.

- Submitting any overload payment forms before the services are done will not be accepted. The work/services must be done for that specific pay period.

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 TAPS/CURE Deadlines.

Questions regarding overload payments?

- Please contact Loryn Takata at lrinando@hawaii.edu and CC Justin Lau at jblau@hawaii.edu.