STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

March 29, 1985

MEMORANDUM 1985-8

TO: Heads of Departments and Agencies

ATTENTION: Payroll and Personnel Offices

FROM: Hideo Murakami, Comptroller

SUBJECT: Garnishment Documents Served on State Employees Paid Via the Payroll System

This memorandum is to request your assistance in reminding your departmental staff to route all garnishment-related documents directly to our DAGS CENTRAL PAYROLL OFFICE if it pertains to state employees' paid via our payroll system. Since the garnishment documents usually require statutory payroll deductions, it must be received in a timely manner, be reviewed for payroll processing, and entered into the payroll system so that the mandatory deduction from the employee's pay check can be effected.

Please have all original garnishment documents sent to the following address:

State of Hawaii
DAGS Central Payroll
P. O. Box 119
Honolulu, HI 96810

If there are any questions, your staff may contact the Central Payroll staff.

HIDEO MURAKAMI
Comptroller