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**STATE OF HAWAII**
**DEPARTMENT OF ACCOUNTING**
**AND GENERAL SERVICES**
P.O. BOX 119
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OCT 29 2003

**COMPTROLLER'S MEMORANDUM NO. 2003-26**

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Considerations for Calendar Year Ending 2003

To ensure prompt and proper reporting of wages and to minimize the issuance of amended wage and tax statements for calendar year 2003, departmental payroll staffs shall clear all pending payroll adjustments as soon as possible.

Payroll checks to be cancelled, overpayment reimbursements, and salary adjustments should be submitted to DAGS' Central Payroll immediately by the employing departments and agencies. Departments with decentralized payroll activities should remind its units to route all cancellations and reimbursements to the appropriate central offices without delay.

Check cancellations, overpayment reimbursements, and salary adjustments received at DAGS Central Payroll by 8:00 a.m. on Friday, December 26, 2003, will be reflected in the wage and tax statements for calendar year 2003. The statements will be released to employees on January 30, 2004.

Payroll adjustments received after the above deadline will require corrected wage and tax statements that will be released after the adjustment has been made in the payroll system and the necessary work involved in preparing corrected wage and tax statements has been completed. Payroll adjustments for cash recovery of overpayments, which are received by DAGS' Central Payroll after the deadline, must include State and Federal income taxes.

Your cooperation in keeping the issuance of cancelled statements to a minimum will improve State efficiency.

Russ K. Saito

RUSS K. SAITO
State Comptroller

OCT 31 2003