Instructions for Salary Assignment/Cancellation (Form D-60) Form
Simplified version
To get the online D-60 form, please go to the
Payroll Website: http://www.fmo.hawaii.edu/payroll/

a. Enter the employee's Payroll Number and Warrant Distribution Code.
    • **Both** Payroll Number and Warrant Distribution code will need to typed on
      the **top right** next to the title "Salary Assignment/Cancellation".
b. 'University of Hawaii' for the department.
c. For subdivision or school section, please enter the employing College/School/
    Department.
d. Enter the employee's social security number.
    • Make sure to enter the social security number **without** any dashes.
e. Enter the employee's name **exactly** as it appears on the Student Employment
    Work Agreement (SEWA), Payroll Notification Form (PNF), or Form 6 (overload &
    casual notification of personnel action).
f. Enter **TYPE** code "BA" for Bank Assignment.
g. The **AGENT** section is to be inputted by Financial Institution or Payroll Office
h. Enter 'C' for assignment to a checking account or 'S' for a savings account.
    • It is okay to leave this section blank for cancellation of assignment.
i. For **ID#,** enter checking or savings account number (space limitation of 8 digits).
    • It is okay to leave blank if cancelling assignment.
j. Click on 'Assigns' or 'Cancels' box as appropriate.
k. Click on 'My Net Wages' for type BA (assigns only).
l. **Employee's Signature and date are required on the form fillable D-60.**
    • **MUST BE IN DARK BLUE INK.**
    • **PLEASE MAKE SURE ALL THREE SECTIONS ARE SIGNED AND
      DATED IN DARK BLUE INK.**
m. **Agent's information and signature is required for assignments.**
    • Do not abbreviate.
    • 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 the employee's account.
p. Click on 'Print Form' when document is completely filled out.
q. Employee signs in box under 'Employee Signature', takes all three sections to financial
    institution for completion of box where 'Type Agent's name, Branch and Zip Code here"
    is located.
    • **SIGNATURE (DARK BLUE INK) NEEDED ON ALL THREE
      SECTIONS OF THE D-60.**
r. Upon receipt of completed D-60, **cut along dotted lines** and send all three sections of the
    completed D-60 to the Payroll Office.
    • Please make sure **ALL THREE SECTIONS ARE CUT ALONG THE
      DOTTED LINES,** otherwise the D-60 form will be returned to the Financial
      Aid Office.
s. Make copy for employee's file

**Be sure to follow each of the directions listed above to ensure that the D-60 form will not
be returned by the Payroll Office. If you have questions, contact the Student
Employment Office at (808) 974-7663**