



PAYROLL DEDUCTIONS CANCELLATION

Parking Department	
Name (Last, First, MI - as written on your <u>paystub</u>)	
UH ID Number (8 digits, no dashes or spaces)	Payroll Number (as written on your <u>paystub</u>)
Mailing Address (non-campus mail)	
Email Address	

STATE OF HAWAII

EMPLOYEE'S EAR

R	NAME	POSITION NO.	PAYROLL NO.	CHECK DIST.
GROSS EARNINGS		DEDUCTIONS/REDUCTIONS		
AMOUNT	HOURS/DAY*	TYPE	AGENT	AMOUNT DEDUCTED
		YEAR TO DATE		

Cancellations are processed by pay period (1 - 15; 16 - end of month). Cancellations cannot be processed before the permit is returned to the Commuter Services Office. Do not mail your permit to the office.

Temporary passes can be issued for the remainder of the pay period in which you are returning the permit.

The cancellation process takes approximately 6 - 8 weeks, and can take slightly longer in peak periods, such as the start of a semester/end of a semester. Cancellation generally occurs after two pay periods, with a refund processed, if applicable, after confirmation of cancellation.

If the 8 week window has passed and no cancellation has occurred, please contact us immediately at parking@hawaii.edu.

The undersigned hereby **cancel**s out of any compensation from the State of Hawaii'i, parking deductions:

Effective (for office use only)	Signature/Date
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