

Depositing State Agency Vacation Credit Checks

When an employee leaves another State agency to work at the University of Hawai'i (UH), a check transferring the employee's accumulated vacation credits will eventually arrive in a Fiscal Officer's (FO) in-box. The question always asked is where should the check be deposited? The answer is that it depends on the type of funding account (federal or trust) from which the new employee is being paid.

The tables below summarize where checks should be deposited and by whom:

Transfer-in from State Agency (Employee paid from UH Imposed Account)			
<i>Paid from</i>	<i>Deposit to</i>	<i>Sub-code</i>	<i>Deposited by</i>
Federal	Vacation reserve account	0873	ORS
Trust	Vacation reserve account	0873	ORS
Other	Current payroll account	0873	FO

Transfer-in from State Agency (Employee paid from UH Non-imposed Account)			
<i>Paid from</i>	<i>Deposit to</i>	<i>Sub-code</i>	<i>Deposited by</i>
General	G000 992xxx	0873	FO
Federal	Vacation reserve account	0873	ORS
Special	S397 current account	0873	FO

Please note: Split deposits involving extramural vacation reserves should be forwarded to ORS.

Please include the following information on all extramural vacation reserves checks:

1. The employee's bargaining unit
2. The type of funding (i.e. federal or trust)
3. A copy of the check and transmittal memo should be kept in the employee's personnel folder to assist the fiscal officer in filing a claim against the reserve account when the employee terminates employment.

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