Instructions for Salary Assignment/Cancellation (Form D-60)
Form Fillable Version

1. University of Hawaii will be the default department
2. Enter the employing College/School/Department
3. Enter your social security number (without dashes)
4. Enter your name
5. Type will be the default “UH”
6. Agent will be default “795”
7. Plan to be left blank
8. ID No. to be left blank
9. Dept will be default “F”
10. Click on ‘Assigns’ or ‘ Cancels’ box as appropriate
11. Enter your monthly deduction amount in ‘the first month’ box
12. If the amount for ‘each month thereafter’ is the same as the first month, please leave it blank
13. Enter the date you would like your deductions to begin on
14. Enter the date you would like your deductions to end or the total amount you wish to contribute through payroll deduction.
15. If you would like your deductions to continue until we receive written notice from you, please leave both boxes blank
16. Click on ‘Print Form’ when document is completely filled out
17. Sign & date the ‘I certify’ box on the bottom left hand corner on all 3 sections
18. Send all 3 sections to the University of Hawaii Foundation, Bachman Hall 105 for processing.

**NOTE:** After printing and signing (see #16 & #17 above) please include, on a separate piece of paper, the fund name at the campus/school you wish to support. Please attach and send with this form to UHF (see #18 above).

This form must be reported in to the DAGS Central Payroll Office by the first work day of the month to be included as a deduction for that month.

Please give the UH Foundation two weeks to process.

If you already have a current payroll deduction and would like to make any changes or additions, please contact Lynnette Lum at lynnette.lum@uhfoundation.org or 956-5110 for proper processing.