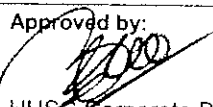
 HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i>	Department: Corporate Finance	Policy No.: FIN P001
	Issued by: Kelley Roberson COO/CFO	Revision No.: N/A
Policies and Procedures	Effective Date: November 13, 2008	Supersedes Policy: N/A
Subject: HHSC General Payroll Policy	Approved by:  HHSC Corporate Board By: Raymond Ono Its: Secretary/Treasurer	Page: 1 of 1

- I. **PURPOSE:** To identify and define the general payroll policies and procedures covering the Hawaii Health Systems Corporation (HHSC) Corporate Office as well as the various regional facilities.
- II. **POLICY:** The HHSC is a public employer and a separate jurisdiction. It is the policy of HHSC that all employees shall be paid on time and accurately, that employees shall be well-informed concerning pay and benefits, that pay changes will be implemented timely, with full, advanced notice to employees, and that overpayments shall be collected in a timely manner, with full, advanced notice to employees affected.
- III. **REQUIRED PAYROLL POLICIES:** The following payroll policies, that shall be separately established, are required for payroll policies to be complete: 1) Pay Dates; 2) Pre-Approval of Overtime and Meals Compensation; 3) Salary Overpayments; 4) Leave Time Benefits.
- IV. **APPLICABILITY:** Corporate payroll policies apply to all HHSC regions and facilities.
- V. **AUTHORITY:** Regional Systems Boards are authorized to establish regional policies consistent with system policy.
- VI. **REFERENCES:** In order to standardize and pay consistently amongst all facilities and regions, the Civil Service System Rules, Payroll Policies and Procedures, Executive Orders, applicable collective bargaining agreements, Memorandums of Agreement and Supplemental Agreements, Federal and State laws and regulations will be followed.