

Uniform Maintenance Allowance Procedures

- Department completes the UH Form PAYR-1 (Payroll)
 - <http://www.fmo.hawaii.edu/payroll/docs/PAYR-1.pdf>
 - **All employees listed on the UH Form PAYR-1 must have the same Payroll Number and Account Number.** Multiple forms must be created if they do not.
 - ***See below for account code format***
 - Department submits UH Form PAYR-1 to Business Office
 - Business Office reviews UH Form PAYR-1
 - Business Office delivers UH Form PAYR-1 to Human Resources
 - Human Resources drops off UH Form PAYR-1 to Payroll
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Account Code Format

14-digit: S FY APP F XXX XXXX
S: Fund Source (ie G, F, S, P, etc.)
FY: Fiscal year (ie 20)
APP: Fund appropriation
F: UH's Department Code
XXX XXX : COA Crosswalk Identifier

S 20 361 F 000 1C33 – Auxiliary Services Janitorial; KA-2226732

S 20 361 F 000 1C35 – Auxiliary Services Grounds; KA-2226742

S 20 361 F 000 1C38 – Auxiliary Services Repair & Maintenance; KA-2226752

S 20 361 F 000 1C41 – Campus Security; KA-2226772