

Jung, Rina

From: Lai, Hon Man
Sent: Monday, January 23, 2017 4:23 PM
To: Jung, Rina; Lee, Byron K
Subject: FW: Severance Pay

Follow Up Flag: Follow up
Due By: Thursday, January 26, 2017 8:00 AM
Flag Status: Completed

Hi All,

Please process the severance pay on 1/26/2017. Pay type is SVN. The check needs to pick up from Treasury and deliver to COR, either Duane or Jessica.

Let me know if you have any questions.

Thank you,
Patrick

Patrick Lai - City & County of Honolulu - BFS/Acctg/Payroll Ph: 808.768.8686 Fax: 808.768.3293 Email: hlai@honolulu.gov

From: Tobin, Jenny K.
Sent: Monday, January 23, 2017 3:00 PM
To: Lai, Hon Man <hlai@honolulu.gov>
Cc: Pang, Duane W. H. <dpang1@honolulu.gov>; Wong, Jessica Y K <jessica.yk.wong@honolulu.gov>
Subject: RE: Severance Pay

Hi Patrick,

Thanks for letting me know that you will put in for the severance check on January 26, 2017 and the hard copy check will be ready on January 27, 2017. Since you will be off that day, you are leaving instructions for Rina Jung or Byron Lee to contact Duane or Jessica to arrange to drop off the check and pay stub.

Thanks!!!

Jenny

From: Tobin, Jenny K.
Sent: Monday, January 23, 2017 10:42 AM
To: Lai, Hon Man <hlai@honolulu.gov>
Cc: Pang, Duane W. H. <dpang1@honolulu.gov>; Wong, Jessica Y K <jessica.yk.wong@honolulu.gov>
Subject: RE: Severance Pay

Hi Patrick,

I just want to make sure you received the email below and that you'll be able to process the severance pay and have the check ready on January 26 and 27.

Thank you!!!

Jenny

From: Tobin, Jenny K.
Sent: Friday, January 20, 2017 4:49 PM
To: Lai, Hon Man <hlai@honolulu.gov>
Cc: Pang, Duane W. H. <dpang1@honolulu.gov>; Wong, Jessica Y K <jessica.yk.wong@honolulu.gov>
Subject: Severance Pay

Hello Patrick,

Below are the instructions for processing the severance pay for Chief Kealoha. There is a very small window (January 26 and 27) within which the check must be cut and delivered to COR. Please let me know ASAP if you anticipate any problems with processing the check.

As a side note, the lump sum vacation payment will be processed as it normally would be (it does not have to be cut at the same time the severance check is cut).

Call or email me if you have any questions.

Thank you!!!

Jenny

- Severance Pay—See Separation Document that was hand carried to you today
 - Payroll to cut a hardcopy check for the Severance Pay specified in the Separation Document.
 - The Severance Pay is: \$250,000
 - The check is to be payable to: Louis M. Kealoha
 - Requirements related to the check:
 - The check cannot be cut earlier than January 26, 2017
 - The check must be delivered to COR no later than 2:00 p.m. on January 27, 2017
 - The check is subject to applicable taxes and deductions as required by law.
 - My understanding is the only deductions will be for the flat taxes (Fed at 25% and State at 11%)—please let me know if any other deductions will be made.
 - Payroll to print out “paystub” (or equivalent document that lists the pay and any deductions taken from the severance payment).
 - Payroll to deliver the check and paystub to either Duane Pang or Jessica Wong at COR no later than 2:00 p.m. on January 27, 2017.
 - COR to deliver the check and paystub to the severance check and pay stub to the law office of Kevin Sumida, Esq.