



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
WAGE STANDARDS DIVISION

NOTICE TO EMPLOYEES

THE PAYMENT OF WAGES AND OTHER COMPENSATION LAW REQUIRES YOUR EMPLOYER TO:

- Pay all wages due at least twice a month on regular paydays designated in advance.
- Pay you no later than 7 days after the end of the pay period in cash or with checks convertible into cash.
- Pay your wages in full at the time of discharge or no later than the next work day.
- Pay you no later than the next regular payday if you quit or resign. If one pay period's notice of intention to quit is given, you must be paid at the time of quitting.
- Notify you in writing or through a posted notice of any changes in pay arrangements prior to the time of such changes, and of any policies with regard to vacation, sick, or holiday pay.
- Furnish you with a pay statement at payday showing gross wages, itemized deductions, net pay, date of payment and pay period covered by the payment.
- **YOUR EMPLOYER MAY DEDUCT FROM YOUR WAGES:** State and Federal withholding taxes; amounts specified by court orders; and amounts authorized in writing, but **YOUR EMPLOYER MAY NOT COLLECT, DEDUCT OR OBTAIN AUTHORIZATION TO DEDUCT FOR:**
 - 1) fines;
 - 2) cash shortage in a common money till, cash box or register used by two or more persons, or under your sole control if you are not given an opportunity to account for all moneys received at the start of a shift and all moneys turned in at the end of a shift;
 - 3) fines, penalties or replacement cost for breakage;
 - 4) losses due to your acceptance of checks which are later dishonored if your employer has authorized you to accept checks;
 - 5) losses due to faulty workmanship, lost or stolen property, damage to property, default of customer credit or nonpayment for goods or services received by customers, unless such losses are due to your wilful or intentional disregard of your employer's interest.
- Your employer or prospective employer cannot require you to pay a job application processing fee.
- If your employer requires you to give advance notice of quitting and you are terminated after giving that notice, your employer is liable for the wages you would have earned up to the last day you intended to work, unless you were terminated for cause.

COLLECTION OF UNPAID WAGES

- Complaints for unpaid wages may be filed with the department within one year from the time the wages became due. Certain executives, administrators, professionals and outside salespersons are excluded.

FOR MORE INFORMATION contact the nearest Department of Labor office:

Oahu:	830 Punchbowl Street, Room 340, Honolulu 96813	Phone 586-8777
Kauai:	State Building, Room 202, 3060 Eiwa Street, Lihue 96766	274-3351
Maui:	2264 Aupuni Street, Wailuku 96793	243-5322
Hawaii:	State Building, Room 108, 75 Aupuni Street, Hilo 96720	974-6464
West Hawaii:	Post Office Building, Kealahou 96750	322-4808

The law requires employers to post this notice in a place accessible to employees.

This notice can be downloaded from the department's web site at <http://dlir.state.hi.us/>

