

February 6, 2018

Aloha DAGS/DHRD Employees,

The State of Hawaii is implementing a new payroll system called the Hawaii Information Portal. This system will provide on-line features to all employees, and reduce manual paper processes with a modern payroll application. The new on-line payroll application is called "Employee Self-Service" and it will allow you to access your own payroll information at your convenience. The Hawaii Information Portal's Employee Self-Service will be your gateway to these new payroll features.

Here are the new on-line payroll services that you'll be able to access, and where your access to these services will work:

Employee Self-Service Features	Function	State-Networked Computer	Personal Computer/Mobile Device
Direct Deposit	Input and Update	Yes	No
Federal/State Tax Forms	Input and Update	Yes	No
Payroll Address	Input and Update	Yes	No
Emergency Contact	Input and Update	Yes	No
W-2	View and Print	Yes	No
Pay Statement	View and Print	Yes	Yes

We need your help! Unfortunately, your current bank and credit union direct deposit details are not formatted in our old payroll system in such a way that they can be moved to the new Hawaii Information Portal. We need you to set up your direct deposit(s) by using Employee Self-Service. This will ensure that your first paycheck from the Hawaii Information Portal is electronically deposited into your bank or credit union.

You will receive a letter containing your secure user ID, temporary password, and a web address from your department in mid-March. Your user ID and temporary password will allow you to log on to the new Hawaii Information Portal, Employee Self-Service and add your direct deposit information.

Direct deposit enrollment drives will be held to assist DAGS and DHRD employees who do not have access to a computer connected to the State's network. At each drive, State employees will be on-site to support and guide employees using State computers. If you'll need help, take note of one of these enrollment drive dates and bring the letter that you'll be receiving to a drive.

- 4/3, 10am to 2pm, Kalanimoku Building, Room 322
- 4/5, 10am to 2pm, DHRD MAB Room 14th floor, room 1403
- 4/10, 10am to 2pm, Aloha Stadium, Hospitality Room
- 4/11, 10am to 2pm, Kalanimoku Building, Room 322

To help prepare you for the transition to the new payroll system, additional information including Employee Self-Service guides and tools, as well tips on how to locate your bank/credit union routing number and account number for direct deposit enrollment purposes can be found at:

<http://ags.hawaii.gov/hawaiipay/for-employees/>. Please contact the Hawaii Information Portal Service Center at hip@hawaii.gov or (808) 201-7378 [SERV] for additional assistance during State office hours, Monday through Friday, 7:45 am to 4:30 pm, excluding State holidays.