

DAVID Y. IGE
GOVERNOR



RODERICK K. BECKER
Comptroller

AUDREY HIDANO
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES


P.O. BOX 119, HONOLULU, HAWAII 96810-0119

March 16, 2018

COMPTROLLER'S MEMORANDUM NO. 2018-07

TO: Heads of Departments and Agencies

ATTN: Payroll Offices

FROM: Roderick K. Becker, Comptroller 

SUBJECT: Hawaii Information Portal ("HIP") Payroll Change Schedule Due Dates for 2018

The attached "Payroll Change Schedule Due Dates for Calendar Year 2018" is a supplement to the previous version distributed on November 27, 2017, which pertained to the legacy payroll system. This new schedule lists the submission deadlines for the electronic payroll change schedules ("ePCS") for each payroll period for those departments/agencies that will be going live on HIP (i.e., new payroll system) based on a designated deployment group. Until such time as your department/agency goes live with HIP, the old 2018 deadlines shall apply. Deadlines should be closely followed. Payroll due dates are subject to change.

All ePCSs are due the 7th workday before payday, in which payment action occurs. After the due date, authorized users will be locked out from making any changes. Payroll offices are encouraged to transact their transactions during "on cycles" in order to avoid "off cycle" transactions. The online electronic payroll change schedules will be available for transactions the 3rd workday following the deadline for the ePCS due date.

If you have any questions, please call the Hawaii Information Portal Service Center at (808) 201-SERV (7378) or email them at HIP@hawaii.gov.

Attachment

Payroll Change Schedule Due Dates for Calendar Year 2018
State of Hawaii, DAGS Central Payroll

Pay Period Ending - ATF	Pay Period Ending - LAG	Actual Pay Date	PCS Open	PCS Due
04/15/18	04/30/18	05/04/18	04/19/18	04/25/18
04/30/18	05/15/18	05/18/18	04/30/18	05/09/18
05/15/18	05/31/18	06/05/18	05/14/18	05/24/18
05/31/18	06/15/18	06/20/18	05/30/18	06/08/18
06/15/18	06/30/18	07/05/18	06/14/18	06/25/18
06/30/18	07/15/18	07/20/18	06/28/18	07/11/18
07/15/18	07/31/18	08/03/18	07/16/18	07/25/18
07/31/18	08/15/18	08/20/18	07/30/18	08/08/18
08/15/18	08/31/18	09/05/18	08/13/18	08/24/18
08/31/18	09/15/18	09/20/18	08/29/18	09/11/18
09/15/18	09/30/18	10/05/18	09/14/18	09/26/18
09/30/18	10/15/18	10/19/18	10/01/18	10/10/18
10/15/18	10/31/18	11/05/18	10/15/18	10/25/18
10/31/18	11/15/18	11/20/18	10/30/18	11/08/18
11/15/18	11/30/18	12/05/18	11/14/18	11/26/18
11/30/18	12/15/18	12/20/18	11/29/18	12/11/18