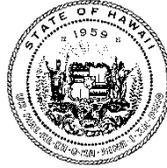


DAVID Y. IGE
GOVERNOR



RODERICK K. BECKER
COMPTROLLER

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DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

October 23, 2018

COMPTROLLER'S MEMORANDUM NO. 2018-20

TO: Heads of Departments and Jurisdictions

ATTN: Administrative, Human Resources and Fiscal Offices

FROM: Roderick K. Becker, Comptroller

SUBJECT: 2018 Year-End Preparations & W-2 Issuance

As we complete the transition to the HawaiiPay system for all groups, this year's preparations for closing and employee wage and tax statement W-2 issuance will require all departments and agencies to submit all adjustments for this year on or before the prescribed deadlines within the four pay periods remaining for calendar year 2018.

Please review the year-end checklist referenced below with your payroll teams and managers to ensure that your agency has submitted all the required information to be processed on or before the last pay period 12/20/18 of the year. It is critical for this year's closing as we will be consolidating annual information from two systems of record for all deployment groups.

The Payroll Schedule for Calendar Year 2019 is attached. The submittal deadline for HawaiiPay system processing is the 7th workday before payday, in which payment action occurs, by 4:00 pm.

Please also find the following important notes and submission deadlines for all departments and agencies for calendar year 2018 closing.

- Submit the following entry or adjustment types as designated in the table below as soon as possible, no later than listed deadlines to ensure processing may be completed by the 12/5/18 or 12/20/18 pay dates.

Payroll Entry or Adjustment Type	Legacy Mainframe (Group 3 Only)	HawaiiPay (Groups 1 & 2)	Deadline
Name and SSN Mismatches	Agency HR/PR	Agency HR	On or by 11/30/18
Earnings/Tax Balance Transfers to Correct SSN	DAGS Central PR	HIP Service Center	On or by 11/30/18
D-55s for Overtime or Casual Pay	DAGS Central PR	Agency PR	On or by 11/30/18
D-60s for New Bank Assignments/CU Deductions	DAGS Central PR	Not applicable	On or by 11/16/18
D-60s for Cancelled Bank Assignments/CU Deductions	DAGS Central PR	Not applicable	On or by 12/03/18
D-60s for Authorized/Special Deduction Types (Non-BA or CU)	DAGS Central PR	HIP Service Center	On or by 11/30/18
D-70s for Earnings Corrections	DAGS Central PR	Agency PR	On or by 11/30/18
D-71s for Payroll Adjustments for Fringe Benefit Costs	DAGS Central PR	Not applicable	On or by 11/30/18
Workers' Compensations Adjustments or Reclassifications	DAGS Central PR	Agency PR	On or by 11/30/18

- Please note that for D-71s as referenced in the above table, Comptroller's Memorandum No. 2018-16: Adjusting Fringe Benefit Cost Assessments in the New Payroll System was issued on August 15, 2018 establishing this process modification.

For this calendar year only, we will be on-boarding Group 3 departments (DOE and UH) in December 2018 to issue pay on January 4, 2019, therefore the December processing will require additional coordination as we will be issuing pay for all State employees from HawaiiPay at this milestone.

Finally, as we will be consolidating information from two systems of record this year to issue Employee's Wage and Tax Statements (W-2s) from HawaiiPay, please be advised that corrections and adjustments must be submitted on a timely basis to minimize the need for reprocessing of W-2s or issuance of W-2Cs. DAGS/HawaiiPay will need sufficient time to complete this consolidation to meet the January 31, 2019 W-2 issuance deadline.

Expect W-2s to be available for pick up on January 28, 2019 by your agency for distribution. Additionally, please be advised that with the rollout of Employee Self-Service (ESS), W-2s will be available online on a State-networked computer for employees to access a few days in advance of the W-2 paper distribution. Inquiries as to the accuracy of earnings, taxes and deductions included on the annual employee wage and tax W-2 statement should be directed to department and agency payroll offices.

Requests for duplicate W-2s from employees may be fulfilled by agency payroll offices, or by employees who may login to ESS to direct their own reprints on a state-networked computer beginning for earnings paid in 2018 forward. Requests for W-2 statements from 2017 and prior must be submitted to DAGS Pre-Audit Clerical following the existing request process with the \$10 request fee. For a sample of the HawaiiPay W-2 statement, please direct your employees to the <http://ags.hawaii.gov/hawaiipay/for-employees> section.

Thank you to your department and agency payroll and human resources offices for their work this year during the transition from the legacy payroll mainframe to HawaiiPay. We appreciate your adherence to the timely submission of information for a successful 2018 year-end closing and annual W-2 statement issuance. Should you have any questions, please contact the HIP Service Center at hip@hawaii.gov or 201-SERV [7378].

Attachment: 2019 HawaiiPay Online Payroll Change Schedule & Calendar

c: Hawaii Information Portal (HIP) Service Center

HawaiiPay Online Payroll Change Schedule Due Dates for Calendar Year 2019

Pay Period Ending	Pay Date	Agency Approved Online PCS Due by 4:00 pm (Regular/Hourly/Fringe)
12/31/18	1/4/19	12/26/18
1/15/19	1/18/19	1/9/19
1/31/19	2/5/19	1/25/19
2/15/19	2/20/19	2/8/19
2/28/19	3/5/19	2/22/19
3/15/19	3/20/19	3/11/19
3/31/19	4/5/19	3/27/19
4/15/19	4/18/19	4/9/19
4/30/19	5/3/19	4/24/19
5/15/19	5/20/19	5/9/19
5/31/19	6/5/19	5/24/19
6/15/19	6/20/19	6/10/19
6/30/19	7/5/19	6/25/19
7/15/19	7/19/19	7/10/19
7/31/19	8/5/19	7/25/19
8/15/19	8/20/19	8/8/19
8/31/19	9/5/19	8/26/19
9/15/19	9/20/19	9/11/19
9/30/19	10/4/19	9/25/19
10/15/19	10/18/19	10/9/19
10/31/19	11/5/19	10/25/19
11/15/19	11/20/19	11/8/19
11/30/19	12/5/19	11/25/19
12/15/19	12/20/19	12/11/19
12/31/19	1/3/20	12/23/19

2019 Payroll Calendar

State of Hawaii, DAGS Central Payroll

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 Holiday

 Payday

 PCS Open

 PCS Deadline

*Off-Cycle Deadline 12:00 pm: 2 days before and 2 days after each pay date