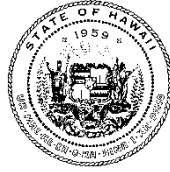


DAVID Y. IGE
GOVERNOR




CURT T. OTAGURO
COMPTROLLER
AUDREY HIDANO
DEPUTY COMPTROLLER

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

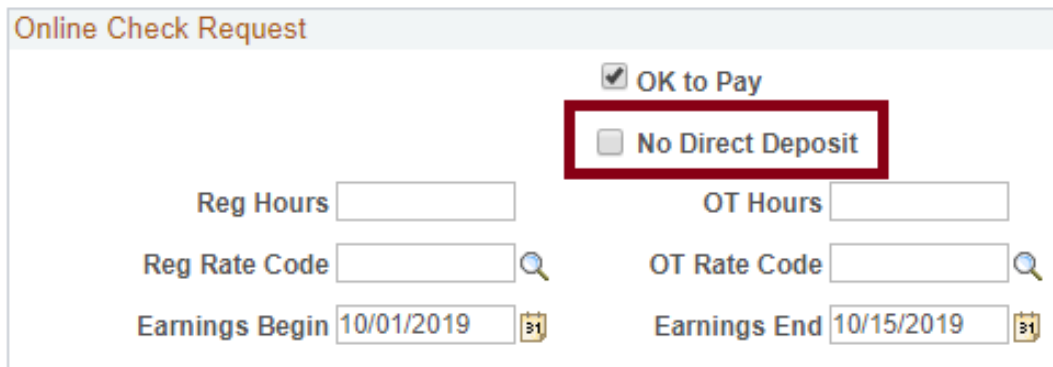
November 1, 2019

COMPTROLLER'S MEMORANDUM NO. 2019-20

TO: Heads of Departments and Agencies
ATTN: Fiscal and Payroll Offices
FROM: Curt T. Otaguro, Comptroller 
SUBJECT: ACH Option for Off-Cycle Payments

Effective November 1, 2019, the Hawaii Information Portal (HIP) will have the option for departments to submit priority pay to employees through ACH Direct Deposit instead of issuing a paper check. This will reduce the amount of time it takes to make funds available to the employee.

The current priority pay off-cycle default in the HIP system has a check in the "No Direct Deposit" box. If the box is unchecked, the priority pay off-cycle check will be deposited into the employee's bank account(s) based on their Direct Deposit setup. Refer to the screen shot below. It is the department's responsibility that the employee's bank account(s), based on their Direct Deposit setup, is/are active and accurate prior to selecting the ACH Direct Deposit option for off-cycle payments.

A screenshot of the "Online Check Request" form. The form has a light blue header. Below the header, there are two radio button options: "OK to Pay" (checked) and "No Direct Deposit" (unchecked). The "No Direct Deposit" option is highlighted with a red rectangular box. Below these options are several input fields: "Reg Hours", "OT Hours", "Reg Rate Code", "OT Rate Code", "Earnings Begin" (with a date of 10/01/2019 and a calendar icon), and "Earnings End" (with a date of 10/15/2019 and a calendar icon). Each of these input fields has a magnifying glass icon to its right.

Please note that if the priority pay off-cycle payment has been sent through Direct Deposit, the employee's pay statement will not be printed and will only be available online.

If you have any questions, please contact Joselyn Y. Matsuno-Fowler, Accounting System Manager, Accounting Division, at 586-0660 or joselyn.y.matsuno-fowler@hawaii.gov.