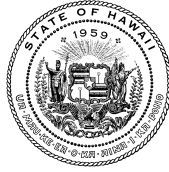


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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

September 2, 2020

COMPTROLLER'S MEMORANDUM NO. 2020-19

To: Department Payroll and Human Resources Offices

From: Curt T. Otaguro, Comptroller 

Subject: State Disaster Threat and Payroll Processing Alert Guidance

During the threats of Hurricane Douglas in July and Hurricanes Lane and Olivia in 2018, the Department of Accounting and General Services (DAGS) received inquiries from some departments and agencies regarding references to essential workers when administrative leave was ordered by the Administration to ensure the safety of State employees. Some department payroll offices classified themselves as office workers who were not required to work.

This memorandum clarifies that payroll processing and all predecessor tasks to ensure timely processing are considered **essential work** that must be performed independent of statewide disaster threats and/or administrative leave that may be granted. Some departments may have the ability to access the HIP system remotely through single-sign-on with multi-factor authentication or a virtual private network to process transactions, while others may be required to transact while in the office. However, the standard payroll deadlines will be enforced. Payroll issuance, processing and all predecessor tasks are deemed essential functions.

DAGS must ensure that the State's payroll is processed by coordinating with agencies in advance of a statewide disaster threat to the extent possible. DAGS will not extend deadlines for any reason. There are strict deadlines within the national automated clearing house (ACH) network to ensure that electronic payroll deposits are credited to employee's bank accounts on pay day.

Effective immediately, the following State disaster threat plan will be implemented to ensure payroll processing is completed using the following alert levels for all departments and jurisdictions.

State Disaster Threat and Payroll Processing Alert Guidance

Alert Level 1 (Yellow)

- Tropical storm, hurricane, tsunami or other natural disaster watch issued by the National Weather Service (<https://www.weather.gov/hfo>).
- Tropical storm, hurricane, tsunami or other natural disaster is in the State's forecast and all department and jurisdiction payroll processors must continue to enter transactions into the Hawaii Information Portal system by the regular entry and processing deadlines, assuming it is safe to do so.
- During this alert level, department payroll offices are to communicate with programs to encourage all time and leave transactions and other pay transactions are submitted as soon as possible on or before the standard processing deadlines.

Alert Level 2 (Orange)

- Tropical storm, hurricane, tsunami or other natural disaster warning issued by the National Weather Service (<http://www.weather.gov/hfo>).
- Tropical storm, hurricane, tsunami or other natural disaster is imminent in which transactions for processing will need to cease immediately to allow employees to shelter at home and prepare for the disaster threat.
- At this alert level, department payroll processes are to finalize all transactions received as of that date for entry and processing into the HIP system.
- Any transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle.
- Department payroll offices are to communicate with programs that the priority of transactions should include fringe or hourly payments as salaried employees will likely be issued their regular salary.

Alert Level 3 (Red)

- Tropical storm, hurricane, tsunami or other natural disaster occurred, and system and network connectivity has been impacted whereby transactions cannot be entered into the HIP system.
- At this alert level, the DAGS will likely need to coordinate payroll issuance based on the last payroll generated and will direct processing through the vendor-managed host site or alternate site located outside of the State.
- Department payroll offices are to communicate with programs that the State payroll will be issued based on the last complete payroll run and any adjustments will need to be made in a subsequent payroll cycle.

Please ensure that all departmental payroll and human resources staff are apprised of this State disaster threat plan for processing of payroll. Please contact Lenora Fisher, DAGS Accounting Administrator at lenora.d.fisher@hawaii.gov with questions.

Attachment: State Disaster Threat Alert Level Matrix

c: Ryker Wada, DHRD Director
Lenora Fisher, DAGS Accounting Administrator
Cynthia Covell, DOE Assistant Superintendent of Talent Management
Jason Minami, JUD Director of Human Resources
Jan Gouveia, UH Vice President of Administration
Juanita Lauti, HHSC Director of Human Resources
Raina Gushiken, OHA Human Resources Manager
Carol Taniguchi, Senate Clerk
Brian Takeshita, House of Representatives Clerk
Deborah Higa, Office of the Auditor
Vicky Toyama, Legislative Reference Bureau
Caroline Choi, Ethics Commission
Cindy Yee, Office of the Ombudsman

STATE DISASTER THREAT - ALERT LEVEL MATRIX

August 28, 2020

ALERT LEVEL	DEPARTMENTAL PAYROLL STAFF	PAYROLL PROCESSING	PRIORITY FOR PROCESSING	ADJUSTMENTS
Level 1	Employees may continue to work if safe.	Enter transactions into the Hawaii Information Portal system by the regular entry and processing deadlines.	Encourage all time and leave transactions and other pay transactions are submitted as soon as possible on or before the standard processing deadlines.	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle.
Level 2	Release employees to allow them to shelter at home and prepare for the disaster threat.	Department payroll processes are to finalize all transactions received as of that date for entry and processing into the HIP system.	Priority of transactions should include fringe or hourly payments as salaried employees will likely be issued their regular salary.	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle.
Level 3	Do not report to the office	Coordinate payroll issuance based on the last payroll generated and will direct processing through the vendor-managed host site or alternate site located outside of the State.	N/A	Transactions not received as of the date of this alert level will need to be addressed or resolved in a subsequent payroll cycle.