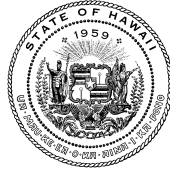


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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**


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

October 8, 2020

**COMPTROLLER'S MEMORANDUM NO. 2020-23**

TO: Heads of Departments and Agencies

ATTN: Human Resource Offices  
Fiscal and Payroll Offices

FROM: Curt T. Otaguro, Comptroller   
Department of Accounting and General Services

SUBJECT: Time and Leave Standard Operating Policies and Procedures

Starting in calendar year 2020, the State of Hawaii is deploying employee timesheets and absence requests and maintaining balances for paid absences in the Hawaii Information Portal (HIP) which also currently contains the State's Human Resources and Payroll information. This memorandum becomes effective for departments/agencies as they deploy the time and absence requests in HIP.

HIP Time and Leave Standard Operating Policies and Procedures (SOPP) are being issued to ensure that the use of HIP time and leave records by State of Hawaii personnel meet the following objectives:

- Employees receive compensation based on hours worked, as described in collective bargaining agreements and State policies and procedures, as applicable;
- Employing departments maintain efficient operations with respect to time and leave submission in HIP; and
- Payroll is calculated accurately based on timely entries of leave and other pay types.

The purpose of this SOPP is not to take the place of step-by-step HIP navigation training materials and State of Hawaii personnel must take advantage of available training. The HIP Time and Leave SOPP is located at: <https://ags.hawaii.gov/hip/files/2020/10/Time-and-Leave-Standard-Operating-Policies-and-Procedures.pdf>

If you have any questions, please contact Leila Kagawa, Enterprise Program Manager, at 586-1971 or [leila.a.kagawa@hawaii.gov](mailto:leila.a.kagawa@hawaii.gov).

c: Lenora Fisher, Accounting System Administrator, Accounting Division  
Leila Kagawa, Enterprise Program Manager, Enterprise Technology Services