



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services



ACH Direct Deposit State of Hawaii Payroll

Presentation for Hawaii Financial Institutions

April 11, 2018



Introductions

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Agenda

- What is the *HawaiiPay Project*?
- What is the *Hawaii Information Portal*?
- Scope
- Schedule
- Information Needed for Direct Deposit / Multiple Direct Deposits
- Communications to Employees
- Key Resources



What is HawaiiPay?

HawaiiPay is a State of Hawaii enterprise-wide project to modernize the State's 40+ year old payroll system.

It's being carried out by a core team of State of Hawaii employees at the Department of Accounting and General Services and a contractor, CherryRoad Technologies, Inc.





What is the Hawaii Information Portal?

- The Hawaii Information Portal is an HR and Payroll system, based on Oracle's PeopleSoft technology.
- In addition to being a system for HR and payroll users to conduct transactions, it contains "Employee Self-Service" functions for State of Hawaii employees at-large such as viewing pay statements and managing their direct deposit choices.

For the first time, employees will have true industry standard ACH direct deposit.





What is the Hawaii Information Portal?

- ✓ ACH Service includes Pre-Note to validate employee account prior to deposit
- ✓ Issues with employee direct deposit selections are handled by the Department of Accounting and General Services through the employee's department contacts



Scope

Scope includes payroll to current State of Hawaii employees

Scope does not include:

- *pensions to State of Hawaii retirees*
- *reimbursements for expenses (e.g., travel)*



Schedule

Deployment Group	Departments Included	Window of Time for Employees to Set up Direct Deposit	First ACH Payroll Run
1	<ul style="list-style-type: none">• Dept. of Accounting and General Services• Dept. of Human Resources Development	April 2 to April 16 th	May 4 th
2	All other state offices not in Group 1 or 3	July 2 to July 16 th	August 3 rd
3	<ul style="list-style-type: none">• Dept. of Education• University of Hawaii	TBD	November 5 th

Employees receive instructions and their secure logon in the month preceding their window to enroll in direct deposit.

Source: <http://ags.hawaii.gov/hawaiipay/schedule/>



Information State Employees Need for Direct Deposit

Field name in the Hawaii Information Portal	Selections
Routing Number	Their financial institution's routing number for ACH purposes
Account Number*	Their account number in a numeric (or alpha numeric) format. This needs to be a value that's ACH compatible, and not contain spaces or special characters.
Account Type*	Choices are Savings or Checking
Deposit Type	Amount, Percent, or Balance of Net Pay
Deposit Order	1 – 999; this orders their deposits should they opt to have multiple direct deposits.

**** As long as your institution can accept the account number and account type and it's ACH compatible, the State's system will allow the employee's input.***



What are Multiple Direct Deposits?

Employees may designate more than one direct deposit account

Today	Tomorrow
Bank assignment for our net pay to be direct deposited	Employees may have multiple direct deposits or just the one direct deposit .
Credit union deduction: Additional monies deducted from their pay to go into only into a credit union account.	For multiple direct deposits, they can choose any bank or credit union of their choice. Then they must designate the Deposit order (to indicate which deposit will go first, second, third, and so on for each direct deposit they set-up) for each account.

You may need to advise your customers on what Account Type and Account Number they need to use in order to make their input ACH compatible.



Example Direct Deposit Detail Screen

When you have entered all your direct deposit accounts, the Direct Deposit Details will be listed for your review.

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings	321370765	012345	Percent	20.00%	1		
Checking	121301028	078956	Amount	\$100.00	2		
Checking	321370765	012345678	Balance of Net Pay		999		

Add Account



Communications to State Employees

State of Hawaii

HawaiiPay is releasing information to employees through their employing department

User ID and Password letters are issued in the month preceding each deployment group

Hawaii Information Portal Service Center is staffed to handle calls/emails during each deployment group; more support during Group 2 and Group 3



Your Financial Institution

Some institutions are:

- establishing a special group to handle questions regarding State of Hawaii payroll
- letting customers know in advance of their routing number and how to contact them to get their account number for ACH purposes

Mahalo for your assistance to our state employees!



Key Resources

HawaiiPay Project Website

- For Employees: <http://ags.hawaii.gov/hawaiipay/for-employees/>
- For Financial Institutions: <http://ags.hawaii.gov/hawaiipay/partners/>

Support for Representatives of Financial Institutions Only: (808) 586-8800;
ets.erp@hawaii.gov

Originating Depository Financial Institution (ODFI) = Wells Fargo

The ACH Company ID for State of Hawaii = 3990303111

Wells Fargo Routing Number = 091000019

Wells Fargo's ACH helpdesk: 1(800) 745-2426

