



# HIP Employee Self-Service and Direct Deposit Enrollment



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

## **Why change the payroll system?**

- The State of Hawaii is replacing its 50 year old mainframe payroll system.
- Replacing a manual paper process with a faster way to do direct deposit.

## **The new payroll system will give you:**

- **More control to manage your own payroll information**
  - Add, Change, and Remove Direct Deposit Accounts
  - No more inconvenient carbon D-60 forms
  
- **24-HR Access to your pay statements - now through HIP – you will need to change your internet browser bookmarks.**



# Direct Deposit Information

- Due to the limitations of our legacy payroll system, State employees' current direct deposit information is not stored in a format that can be imported into the new payroll system
- All other deductions are not affected and will be carried over into the new payroll system such as: deferred compensation, union dues, island flex, EUTF, AUW, etc.



# Direct Deposit Enrollment Window

Enrollment window for UH employees will be:

*Monday, December 3<sup>rd</sup> at 7:45am to Friday, December 14<sup>th</sup> by 5:00pm*

- If you are currently enjoying the convenience of direct deposit, you must set-up a direct deposit account in the new payroll system.
- If you act during the enrollment window and enter your information correctly, the experience will be seamless for you.



# Direct Deposit Enrollment Window

## Important!

- Failure to act during this window will result in receipt of a paper pay check.
- Daily reminders from DAGS with employees who haven't enrolled.
- Outside of the window, it takes approximately one pay period for LAG employees to “pre-note” and it takes two pay periods for ATF employees to. All depends on when the employee acts.

# Get Ready to Set Up Direct Deposit

In ADVANCE, contact your financial institution(s) to:

- Get the bank/credit union's 9-digit routing number
- Get your account number (please ask and don't assume)
- Verify if your account type is "checking" or "savings"



# Employee Self-Service (ESS) Features

- A web-based application that provides access to your payroll details online
- Manage your banking information and view your pay statement(s) online



# How to Access the Hawaii Information Portal

You can access HIP through one of the following sites:

- For Student Workers
  - <https://www.hawaii.edu/sece/>
- For Faculty, Staff and Administrators
  - <https://www.hawaii.edu/ohr/>
- For the general UH population
  - <https://myuh.hawaii.edu>

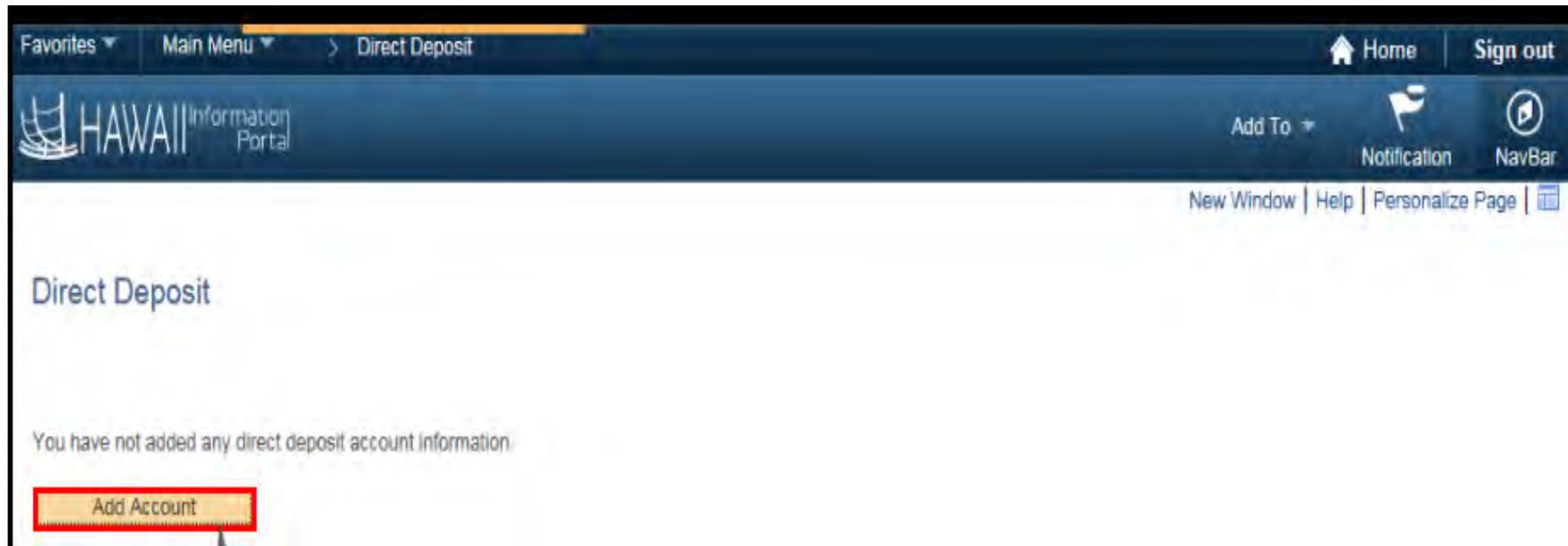
# How to Add a Direct Deposit Account

- Click on the **“Direct Deposit”** tile as displayed below



# Create A Direct Deposit Account

- **Add Account:** You may create a direct deposit account to have your payroll electronically deposited to your specified bank or credit union.



# Set-up a Primary Direct Deposit Account

- First, you must set-up a *primary* direct deposit account
- This is a “*Balance of Net Pay*” deposit type; ensures all of your net pay is deposited into your specified account
- Simply means – your take home pay; after all taxes and other deductions are taken out of your gross wages
- If you **only have one account** to set-up, the *Balance of Net Pay* deposit type is all you will need to do

# *Optional* - Additional Direct Deposit Account(s)

AMOUNT or PERCENT deposit types are used to set-up additional direct deposits ONLY. Follow the *add an account* step-by-step instructions and choose **amount** or **percent** to add an additional direct deposit.

## DEFINITIONS:

- **Amount** deposit type – a flat amount to be deducted every pay day
- A **percent** deposit type – a percentage to be deducted every pay day

# Understanding Deposit Type and Order

For each additional account added, you MUST indicate the deposit type (amount or percent) and the deposit order.

***Let's see how:***

Kimo's Three (3) Deposits	Deposit Type	Deposit Order
Primary Direct Deposit Account	BALANCE OF NET PAY	Defaulted to 999
1 <sup>st</sup> Additional Direct Deposit Account	PERCENT	1
2 <sup>nd</sup> Additional Direct Deposit Account	AMOUNT	2

# Sample 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 Deposit Percent 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

# How to Delete a Direct Deposit Account

## Deleting a Direct Deposit Entry

To “Delete” a Direct Deposit entry, click on the  icon you wish to remove. This will remove the direct deposit information for that account.

Review, add or update your direct deposit information.

Direct Deposit Details						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent 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		



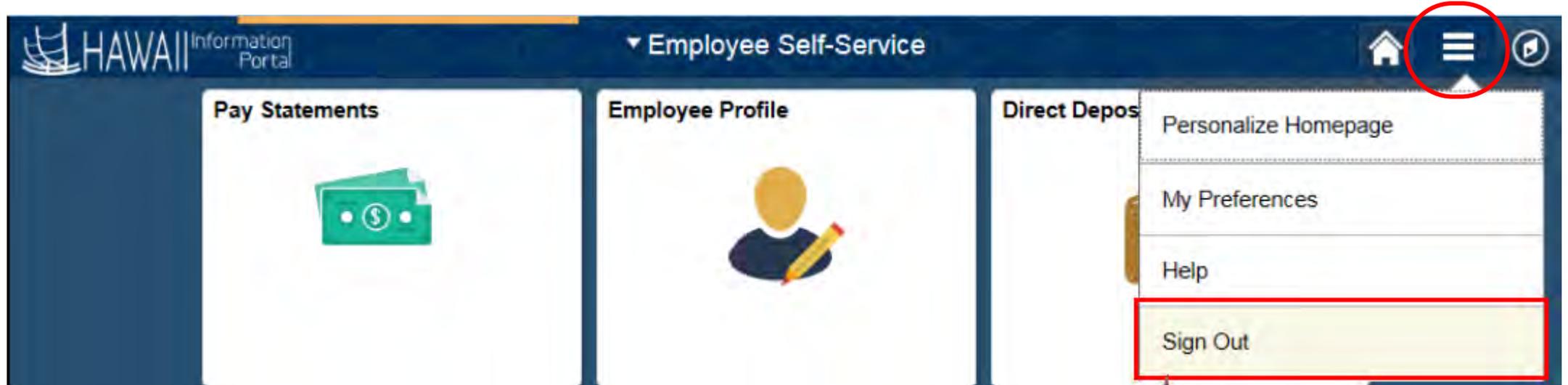
**NOTE:** You may delete any Direct Deposit account at any time. However, if you choose to delete the balance of net pay, you must designate an existing account or create a new account and assign this account as your balance of net pay to avoid receiving a paper check for your balance of net pay.

# Bank Routing Information Error

- FYI - An error message for an incorrect routing number simply means the routing number does not currently exist in the HIP system
- Not to worry - contact the Hawaii Information Portal (HIP) Service Center and a HIP Service Center representative will be able to assist

The screenshot shows a web form titled "Your Bank Information" and "Distribution Instructions". The "Your Bank Information" section includes a "Routing Number" field with the value "123456789" and a "View Check Example" link. The "Distribution Instructions" section includes fields for "Account Number" (123456), "Retype Account Number" (123456), "\*Account Type" (Check), "\*Deposit Type" (Bal), "Amount or Percent", and "\*Deposit Order" (999). A "Submit" button is located at the bottom of the form. A red arrow points from the "Submit" button to a modal message box. The message box contains the text: "Message", "Check Digit caused Bank Routing Transit Number to be incorrect (2000,638)", and "Obtain correct Bank Routing Transit Number from financial institution." with an "OK" button.

# Logoff the Hawaii Information Portal



- To log off click on the  Actions menu bar
- Click on  box from the action list shown above

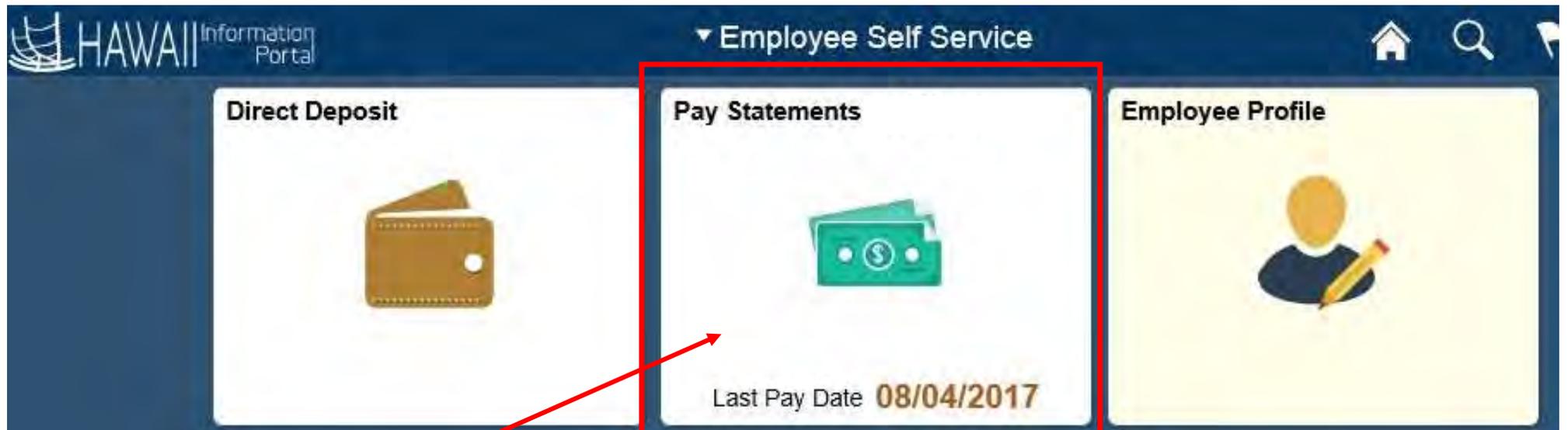
# Hawaii Information Portal - Employee Self-Service

- An employee may manage their direct deposit information using the Employee Self Service feature.
  - Changes that employees make will result in a “pre-note” to their bank during the next pay cycle and they will receive a paper paycheck until the account has been validated.
- You will only be allowed to make changes once per day.
- View your pay statement a couple of days before pay day!



# How to Access A Pay Statement

- Click on the **“Pay Statement”** tile as displayed below



# How to Access A Pay Statement

- On some mobile devices, you may need to accept cookies
- On computers, you will need to disable the pop-up blocker for the site you're accessing HIP with
- Two different displays for mobile and for computer:
  - Mobile-version is condensed, and you can expand sections to get to details
  - Computer-version is a single-page format similar to the legacy pay statement, but with new details from HIP

# Pay Statements – Mobile View

Employee Self-Service Pay

### Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
09/05/2018	State of Hawaii	08/01/2018 08/15/2018	\$3008.56	62631
08/20/2018	State of Hawaii	07/16/2018 07/31/2018	\$3008.56	43172
08/03/2018	State of Hawaii	07/01/2018 07/15/2018	\$3008.57	19412
07/20/2018	State of Hawaii	06/16/2018 06/30/2018	\$2906.00	4785
07/05/2018	State of Hawaii	06/01/2018 06/15/2018	\$2671.77	3856
06/20/2018	State of Hawaii	05/16/2018 05/31/2018	\$2671.77	3164
06/05/2018	State of Hawaii	05/01/2018 05/15/2018	\$2671.75	1997

### Paycheck Summary

State of Hawaii

\*General Professional

Earnings \$4,767.00  
 Taxes \$1,472.42  
 Deductions \$286.02  
 Net Pay \$3,008.56

Payment Date 09/05/2018  
 Pay Begin Date 08/01/2018  
 Pay End Date 08/15/2018

- Earnings >
- Taxes >
- Before-Tax Deductions >
- After-Tax Deductions >
- Net Pay Distribution >

# Pay Statements – Computer View

State of Hawaii Central Payroll P.O. Box 119 Honolulu, HI 96810		Payroll Number: M14 Pay Begin Date: 03/01/2018 Pay End Date: 03/15/2018		Warrant Dist: 051 Advice #: 000000000000005 Advice Date: 03/20/2018				
Joe Aloha 12345 Plumeria Road Honolulu, HI 96816		Self-Service ID: 00123456 Department: SOH-State of Hawaii		TAX DATA: Federal HI State Marital Status: Single Single Allowances: 1 1 Addl. Paymnt: Addl. Amount:				
<b>HOURS AND EARNINGS</b>			<b>TAXES</b>					
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD
Regular			4,583.50		27,501.00	Fed OASDI/EE	260.15	1,560.90
						Fed MED/EE	50.84	365.04
						Fed Withholding	624.89	3,747.54
						HI Withholding	303.62	1,821.72
<b>TOTAL:</b>			<b>0.00</b>	<b>4,583.50</b>	<b>0.00</b>	<b>27,501.00</b>	<b>TOTAL: 1,249.20 7,495.20</b>	
<b>BEFORE-TAX DEDUCTIONS</b>			<b>AFTER-TAX DEDUCTIONS</b>			<b>EMPLOYER PAID BENEFITS</b>		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Reg Retire late before 7/1/2012	275.01	1,650.06				Retiree Health Insurance ER	430.39	1,291.17
Dental Pre Tax	21.33	127.98				ER Prescription Drug	0.00	182.87
E/UTF PreTax Medical	279.22	1,675.32				ER State Vision Care	0.00	5.40
Prescription Drug Pre Tax	84.52	507.12				ER State Dental Plan	0.00	47.97
Vision Pre Tax	2.41	14.46				ER State Medical	0.00	591.93
<b>TOTAL:</b>			<b>TOTAL:</b>			<b>*TAXABLE</b>		
<b>662.49 3,974.94</b>			<b>0.00 0.00</b>					
<b>TOTAL GROSS</b>		<b>FED TAXABLE GROSS</b>	<b>TOTAL TAXES</b>		<b>TOTAL DEDUCTIONS</b>	<b>NET PAY</b>		
Current	4,583.50	3,921.01	1,249.20		662.49	2,671.81		
YTD	27,501.00	21,726.06	7,495.84		3,374.04	16,030.86		
<b>NET PAY DISTRIBUTION</b>								
Advice #000000000000005	Account Type	Account Number				Deposit Amount		
	Checking	XXXXXX4507				2,671.81		
<b>TOTAL:</b>						<b>2,671.81</b>		

A reference guide for the new pay statement and a guide that compares the legacy and HIP pay statements are available on the DAGS website,

<http://ags.hawaii.gov/hawaiipay/for-employees/>

# Important Reminders

- The last day the D60 will no longer be accepted by DAGS is November 16th.
- You must use HIP to manage your direct deposit.
- For emergency purposes, for people who will be on leave, or accessibility reasons, a manual direct deposit request form known as the D59 can be requested from the UH Payroll Office. The Payroll Office will do the data entry on behalf of the employee on an exception basis only.
- UH will communicate a deadline for receiving the D59s at the UH Payroll Office, as information has to be input by 12/14 at 5pm in order for an employee to maintain their direct deposit.

# Additional Tutorials and Resources Available

In addition to the online tutorials...

- Detailed instructions and FAQ are available at:
  - ✓ <http://ags.hawaii.gov/hawaiipay/for-employees>
- The HIP Service Center is staffed M – F, 7:45 am to 4:30 pm excluding state holidays. To reach the HIP Service Center on Oahu:



[hip@hawaii.gov](mailto:hip@hawaii.gov)



(808) 201-SERV [7378]



# Questions and Answers

- Mahalo for your time!

