Direct Deposit Information

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

Why does the State of Hawaii need a new payroll system?

➢ Current state payroll system is about 50 years old

➢ Parts to fix the current system may not be available

➢ Can the State risk not paying 76,000 state employees?

HAWAII Information Portal

How to ensure that every state employee gets paid?

➢ Invest in a new payroll system

➢ Design and build around the State's operational needs

➢ Give employees more efficiency and control

The New Payroll System will give YOU:

➤ **Ability to manage your payroll information**

- Add, Change, and Remove Direct Deposit Accounts
- No more inconvenient D-60 forms

➤ **24-HR Access to your pay statements**

- Mobile device (Smart phone)
- Personal Home Computer
- Kiosk or work computer

My Direct Deposit Information

- Due to the limitations of our legacy payroll system, State employees' current direct deposit information <u>is not stored in a format that can be imported into the new payroll system</u>

- <u>All other deductions are not affected</u> and will be carried over into the new payroll system such as: Deferred Compensation, Aloha United Way, EUTF (medical, prescription, dental, vision) retirement, island flex, etc.

To Continue Having Direct Deposit

- Employees who currently enjoy the convenience of direct deposit, <u>must set-up a direct deposit account</u> into the new payroll system <u>between 12/3 at 7:45am and 12/14 at 5:00pm.</u>

- Our goal is to provide you with <u>continued direct deposit</u> and have your payroll funds electronically transferred to the bank or credit union of your choice

Get Ready to Set Up Your Direct Deposit

- Contact your bank or credit union to obtain the following:

    - Checking or Savings Account Number(s)

    - 9-digit Bank/Credit Union Routing Number(s)

    - Verify "checking" or "savings" for each account

Employee Self-Service (ESS) Features

- A web-based application that provides access to your payroll details <u>online</u>

- Manage your banking information and view your pay statement(s) <u>online</u>

How to Access the Hawaii Information Portal

- Through the internet, type *hip.hawaii.gov* into the search bar on the top of your computer screen.

Logon to the Hawaii Information Portal

- **The Hawaii Information Portal - Logon Screen:**

 - Enter your **USER ID** and your **TEMPORARY PASSWORD** found in the User ID and Password letter

Change Your Password

- Enter your assigned temporary password. Then, **create a new password**

- Password must be **at least 10 characters**, *must include* one upper case and one lower case letter, one number and a special character such as: an exclamation point, the @symbol, or a $ dollar sign

- For your security, your password is valid for a **90-day period**

- If you forgot your password, contact the Hawaii Information Portal (HIP) Service Center to **reset your password**
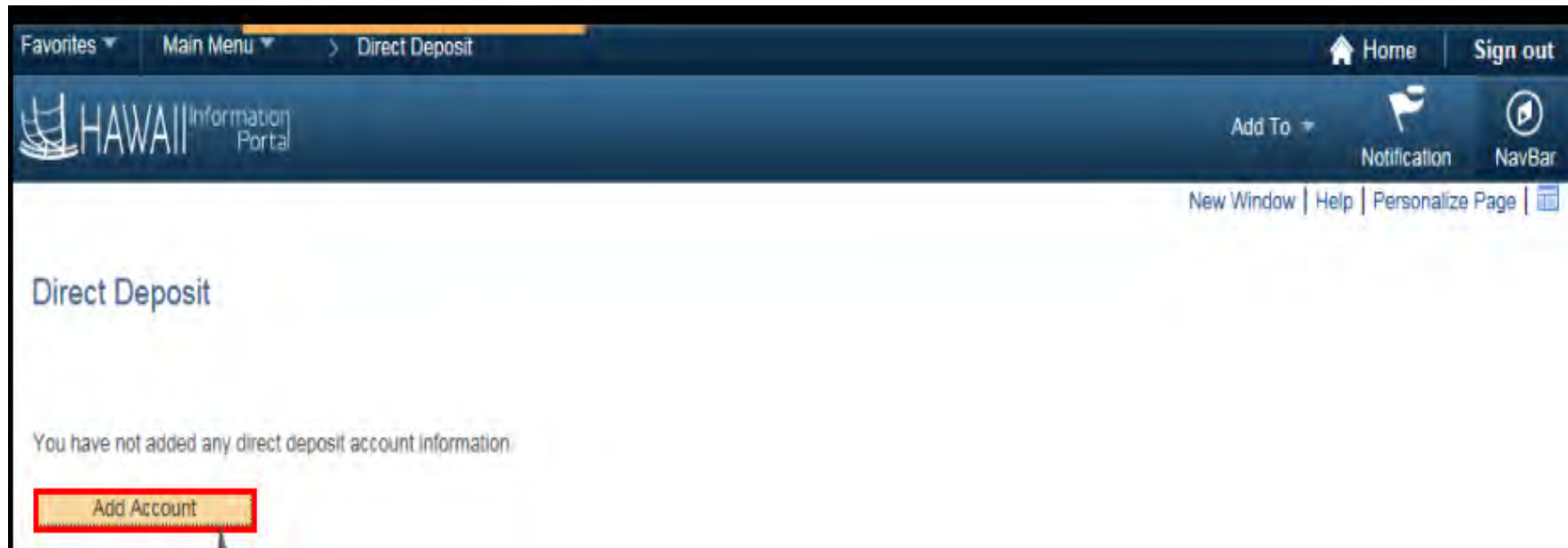
How to Add a Direct Deposit Account

- Click on the *"Direct Deposit"* tile as displayed below
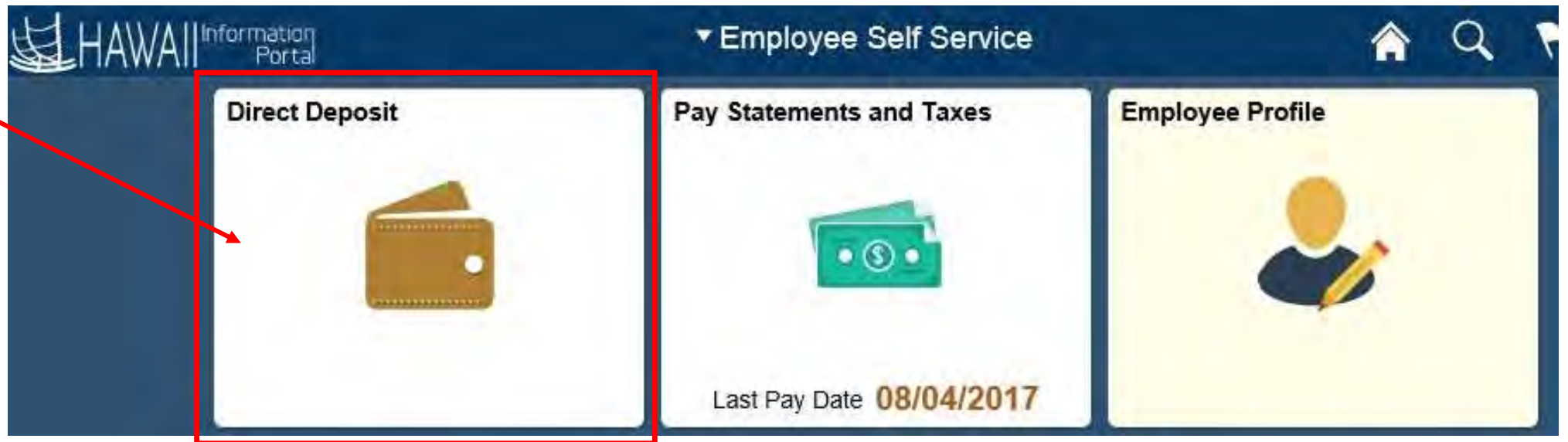
Create A Direct Deposit Account

- ***Add Account:*** Create a direct deposit account with your specified bank or credit union information to have your payroll electronically deposited.

Set-up a Primary Direct Deposit Account

- First, every employee 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 have **only one account** to set-up, the **Balance of Net Pay** deposit type is all you will need to do

Add your Direct Deposit Information

- **Resource:** From the "Direct Deposit User Guide" located on the Hawaii Pay website: ags.hawaii.gov/hawaiipay

Bank Routing Information Error

- Should you receive an error message when entering your bank or credit union **routing number** this means the routing number **does not currently exist in our system**

- Not to worry - contact the Hawaii Information Portal (HIP) Service Center and a HIP Service Center representative will be able to assist

Optional - Additional Direct Deposit Account(s)

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

<u>*DEFINITIONS:*</u>
- **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 Deposit Order

For each additional direct deposit account you add, you MUST indicate the type (amount or percent) and the order such as first, second, third…

Let's see how:

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

Primary Direct Deposit Account: Balance of Net Pay - Deposit Order #999

EXAMPLE

Your Bank Information

Routing Number 321370765   View Check Example

Distribution Instructions

Account Number 012345678

Retype Account Number 012345678

*Account Type Checking ▼

*Deposit Type Balance of Net Pay ▼

Amount or Percent

*Deposit Order 999   (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

1st Additional Direct Deposit Account

EXAMPLE

Your Bank Information

Routing Number: 321370765   View Check Example

Distribution Instructions

Account Number: 012345

Retype Account Number: 012345

*Account Type: Savings ▼

*Deposit Type: Percent ▼

Amount or Percent: 20.00

*Deposit Order: 1   (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

2nd Additional Direct Deposit Account

EXAMPLE

Your Bank Information

Routing Number 121301028   View Check Example

Distribution Instructions

Account Number 078956

Retype Account Number 078956

*Account Type Checking ▼

*Deposit Type Amount ▼

Amount or Percent 100.00

➡ *Deposit Order 2   (Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit

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

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.

Logoff the Hawaii Information Portal
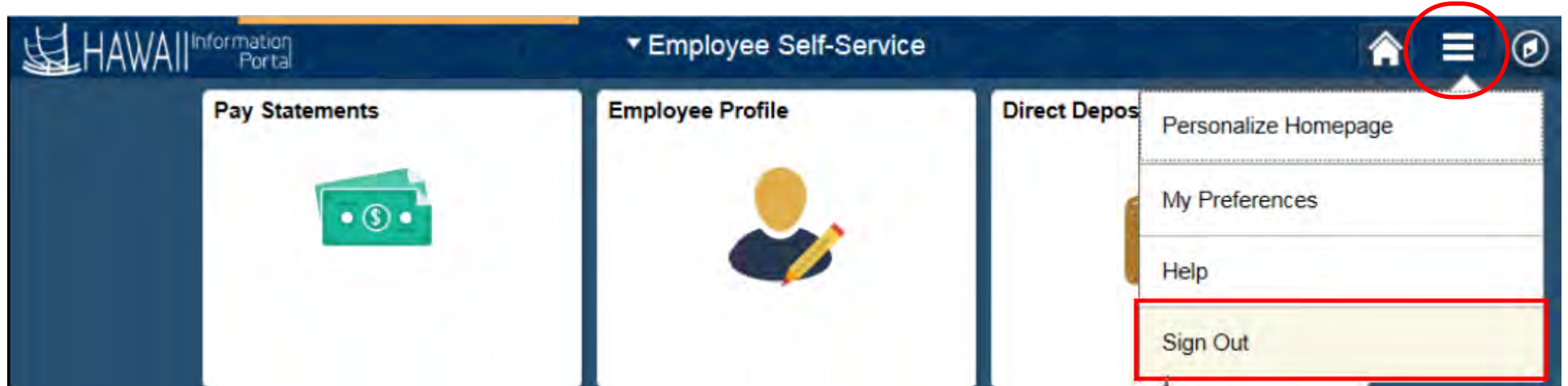
- To log off click on the ☰ Actions menu bar

- Click on [Sign Out] box from the action list shown above

Changes, Additions, or Deletions in ESS

Changes, Additions, or Deletions in ESS

- Access the Hawaii Information Portal - Employee Self Service. Make changes, additions, or deletions to your payroll information

- View your pay statement at your convenience – 24 HRS a day

- Always be sure to get authorization when using a state computer during work

- You will only be allowed to make changes once per day

Training on Employee Self-Service (ESS)

- Online Tutorial Available – train **employees** on how to use ESS

- Logon to Employee Self Service, click on the "Self-Service Training" tile and access the online tutorial
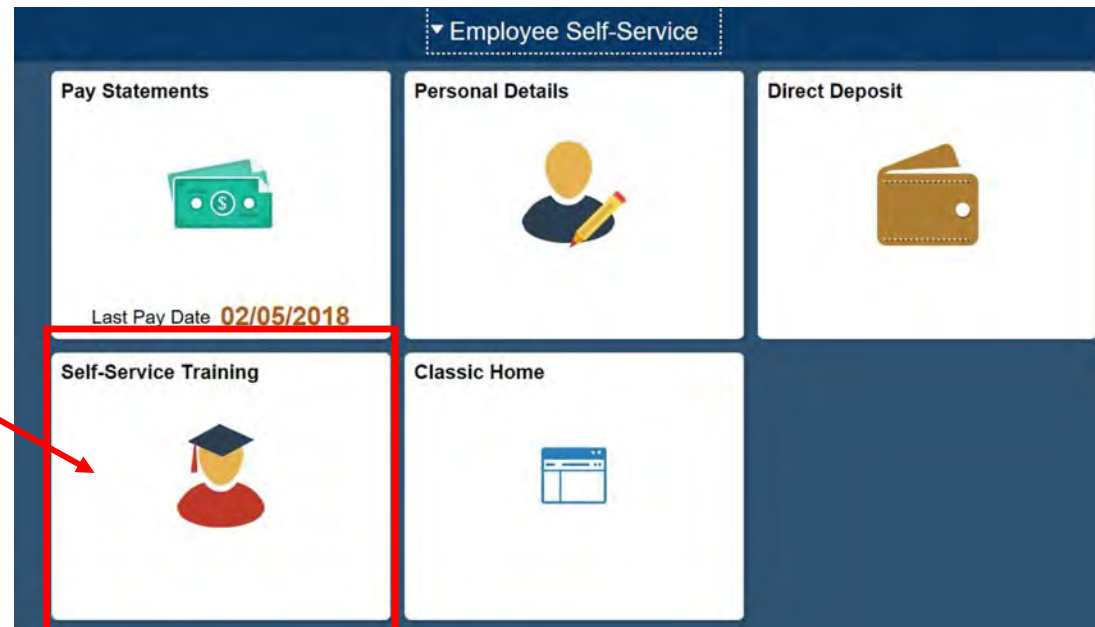
Online Tutorial

- Online Tutorial Available – Employee Self Service Training

Direct Deposit Enrollment Drives

- Coordinate and host a drive for your department
- Please call Jennifer Jerviss-Apo for assistance at (808) 586-1957

Resources Available to Employees

The HIP Service Center on Oahu is staffed Monday through Friday, 7:45 am to 4:30 pm excluding State holidays.

hip@hawaii.gov

(808) 201-SERV [7378]

Questions and Answers

- Mahalo for your time!