STATE LETTERHEAD

To:

From: Roderick K. Becker, State Comptroller, Department of Accounting and General Services

Subject: Hawaii Information Portal, Employee Self-Service Secure Login Information

IMPORTANT: For your privacy and security, do not copy this letter or share your login information with anyone.

Starting on **December 3, 2018**, you may enter your direct deposit details into the Hawaii Information Portal, Employee Self-Service. Please note that you must enter your direct deposit information by **December 14, 2018** to ensure that you continue to receive your pay through electronic direct deposit in the new payroll system.

To enter your direct deposit details into the Hawaii Information Portal, Employee Self-Service, you will need your login information (shown below), your bank's and/or credit union's routing number, and your checking/ savings account number(s). You can enter up to ten direct deposits, should you wish to use multiple bank or credit union accounts.

You must use **a computer connected to the State network** to access the Hawaii Information Portal, Employee Self-Service for direct deposit purposes. When first logging in, you will be required to reset your temporary password (shown below) and create a new password. Your password is valid for a 90-day period.

A reference guide is being distributed by your department, agency or jurisdiction to assist you with entering your direct deposit information. Visit http://ags.hawaii.gov/hawaiipay/for-employees/ for more tools and tips, including a worksheet to help you prepare your direct deposit information for enrollment. You may also contact the Hawaii Information Portal Service Center on Oahu at HIP@hawaii.gov or (808) 201-SERV [7378] for additional assistance during State office hours, Monday through Friday, 7:45 am to 4:30 pm, excluding State holidays.