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From:

Date:

The State of Hawaii is implementing a new payroll system called the Hawaii Information Portal (HIP). This system will provide online features to all employees and reduce manual paper processes by implementing a modern payroll application. The new online payroll application will have features that will allow you to access your payroll information at your convenience. The Hawaii Information Portal's "Employee Self-Service" will be your gateway to these new payroll features.

For your privacy and security, many of the features of the HIP can be accessed only from a computer on the State of Hawaii's network, except for your pay statements which will also be accessible from your personal computer or mobile device.

Employee Self-Service Features	Function	State-Networked Computer	Personal Computer/Mobile Device
Direct Deposit	Input and Update	Yes	No
Federal/State Tax Forms	Input and Update	Yes	No
Payroll Address	Input and Update	Yes	No
Emergency Contact	Input and Update	Yes	No
W-2	View and Print	Yes	No
Pay Statement	View and Print	Yes	Yes

We need your help! Unfortunately, your current bank and credit union direct deposit details are not formatted in the State's old payroll system in such a way that they can be moved to the HIP. We need you to set up your direct deposit(s) by using Employee Self-Service. This will ensure that your first paycheck processed using the new system is electronically deposited into your bank or credit union.

In June, you will receive a letter containing your secure user ID, temporary password, and the web address to access the HIP. These will allow you to log onto the HIP Employee Self-Service and add your direct deposit information. This action needs to be taken **between July 2, 2018 and July 16, 2018** to ensure there is no disruption to the direct deposit of your pay from the State of Hawaii. Failure to act during this window will result in receiving a paper paycheck in August. As a reminder, all State employees who were hired on or after July 1, 1998 and are not casual employees, are required by state law to use direct deposit.

To help you transition to the new payroll system, additional information including Employee Self-Service guides and tools, can be found at: <http://ags.hawaii.gov/hawaiipay/for-employees/>.

If you need additional assistance, you can contact the Hawaii Information Portal Service Center via hip@hawaii.gov or (808) 201-SERV [7378]. The Hawaii Information Portal Service Center is available State office hours, Monday through Friday, 7:45 am to 4:30 pm, excluding State holidays. Any email or voice messages received outside of State office hours will be returned within one business day.