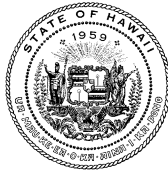


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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

April 14, 2020

To: Administrative Services/Business Management Officers
Executive Branch

From: Joselyn Matsuno-Fowler, Pre-Audit Branch Manager 
Department of Accounting and General Services

Subject: Modified Payroll Deadlines for 2020 for Time and Leave Deployment

Starting in calendar year 2020, the State of Hawaii will be deploying employee timesheets and absence requests in the Hawaii Information Portal (HIP). This memorandum is effective for departments/agencies as they deploy the time and absence requests in HIP.

Once a department transitions to time and absence requests in HIP, the Payroll Change Schedule (PCS) will be eliminated. To account for the elimination of the PCS, and in accordance with the enclosed memorandum, "Employee's Submission of Time Worked and Absence Requests" issued April 13, 2020 by DAGS, the 2020 Payroll Calendar has been modified.

Please refer to the enclosed revised 2020 Payroll Calendar and Payroll Change Schedule Due Dates for Calendar Year 2020. Of note are the following:

- The dates of HR Lock Out, during which HR cannot make changes, remain the same.
- The dates for Off-Cycle check processing remain the same.
- The calendar now includes the dates that employee timesheets open for input, the deadline for employee timesheets to be submitted, and supervisor approval deadlines. Timesheets submitted and approved after the stated deadline will be processed for the following pay day.

If you have any questions, please contact the HIP Service Center at hip@hawaii.gov.

c: Gary Soga, Accountant, DAGS Central Payroll

Enc: Memorandum "Employee's Submission of Time Worked and Absence Requests" issued April 13, 2020
2020 Payroll Calendar
Payroll Change Schedule Due Dates for Calendar Year 2020