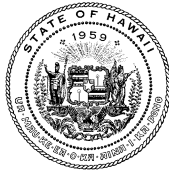


DAVID Y. IGE
GOVERNOR




CURT T. OTAGURO
COMPTROLLER
AUDREY HIDANO
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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

April 13, 2020

To: Fiscal and Human Resources Officers
Executive Branch, Department of Education, Hawaii Health Systems Corporation,
Judiciary, Legislature, Office of Hawaiian Affairs & University of Hawaii Systems

From: Lenora D. Fisher, Administrator 
Accounting Division

Subject: Employee's Submission of Time Worked and Absence Requests

Starting in calendar year 2020, the State of Hawaii will be deploying employee timesheets and absence requests and maintaining balances for paid absences in the Hawaii Information Portal (HIP) which also currently contains the State's Human Resources and Payroll information. This memorandum is effective for departments/agencies as they deploy the time and absence requests in HIP.

To comply with the Federal Fair Labor Standards Act, an employer must pay its employees in a timely manner. Further, public officers and employees must be paid according to salary periods defined in Hawaii Revised Statutes §78-13. To that end, any documents required by a department/agency to calculate the pay of public employees for the purposes of establishing either a public employee's base salary, an addition to their base salary, or a reduction of base salary must be submitted by employees and designated authorized personnel by the close of a pay period.

To the extent which a department/agency requires its employees to use HIP for Employee Self-Service transactions such as time reporting and absence requests, the department/agency will require its employees to submit these transactions in HIP by the end of the pay period. If a department/agency provides the option for certain employees to submit documents in paper form or otherwise allows transactions to be submitted on behalf of an employee, it will designate an individual(s) who has the authority to enter time and absence transactions in HIP for the purposes of submitting to the Department of Accounting and General Services Central Payroll also by the close of the pay period.

Employee instructions may be found at <http://ags.hawaii.gov/hip/time-and-leave>. If you have any questions, please contact the HIP Service Center at hip@hawaii.gov.

c: Leila Kagawa, Enterprise Program Manager