

**TEMPORARY HAZARD PAY (THP) CLAIM FORM
INSTRUCTIONS for EMPLOYEES**

TIER REQUIREMENTS and DETERMINING THE NUMBER OF DAYS YOU PHYSICALLY REPORTED TO WORK

See the table below for the tier requirements:

HGEA THP TIER PLACEMENT BASED ON # OF DAYS PHYSICALLY REPORTED TO WORK DURING 03/04/2020-03/25/2022			
Work Schedule	# of Days Physically Reported to Work		
	Tier 1	Tier 2	Tier 3
5-8 Regular Work Week - worked 5 days for *8 hrs in a work week *8 hrs if full-time, may be less if part-time	420 or more	less than 420	0
4-10 Alternative Work Week (AWW) - worked 4 days for 10 hrs in a work week (must have worked this AWW for 54 weeks or more to be eligible for lower threshold, otherwise if less than 54, follow the 5-8 regular threshold)	336 or more	less than 336	0
3-12+4 Alternative Work Week (AWW) - worked 3 days for 12hrs, plus 4 additional hrs in a work week (must have worked this AWW for 54 weeks or more to be eligible for lower threshold, otherwise if less than 54, follow the 5-8 regular threshold)	305 or more	less than 305	0

Tier 1 - \$20,000; Tier 2 - \$10,000; Tier 3 - \$0

Each regularly scheduled workday that you physically reported to work is counted as a day. A day shall be counted regardless of the duration at work. However, the following periods shall not be counted:

- a. Vacation leave
- b. Sick leave
- c. Compensatory time off
- d. Workers' compensation
- e. Telework or work from home arrangements
- f. Administrative leave with or without pay
- g. Leave without pay
- h. Families First Coronavirus Response Act (FFCRA) leave
- i. Family and Medical Leave Act (FMLA) leave
- j. Overtime hours and other salary considerations, etc.

HOW TO ACCESS THE FORM:

- Please refer to your letter or email for the web address to connect to the HIP Portal.
- **Please save your work periodically as 30 minutes of inactivity will log you off and your work will not be saved! Read ALL instructions and additional resources before completing your Form.**
- Once logged in, click the THP Claim Form tile and your individual THP Claim Form (Form) will open as shown on the top of the following page in *Figure 1*:

Figure 1

Temporary Hazard Pay Claim Form

Employee ID: [] Name: [] Department: []
Approval Status: Not Reported

Tier

Tier 1 Tier 2 Tier 3

Contact Information

Address: [] Phone: []
[] Email: []
City: [] State: HI [] Zip: []

Submit only when the entire form is complete. Otherwise, save your progress and submit when ready. By submitting this form, you attest that the information is as accurate and truthful as possible, to the best of your knowledge. You will no longer be able to access your form upon submittal. Please print a copy of the form prior to submitting, for your records.

Sign: [] Date: [] [] [] Save Submit

Need Help?
[THP Claim Form Instructions and Additional Resources](#)

- **Tier:** Only employees selecting Tier 1 will be required to provide a daily account of all regular workdays they physically reported to work during the period of March 4, 2020 through March 25, 2022. Clicking on Tier 1 will open daily rows for you to review and complete. Employees selecting Tier 2 or 3 are only required to make their selection and submit their Form to their supervisor. See [SELECTING YOUR TIER PLACEMENT](#) below.
- **Contact Information (for Inactive/Former Employees Only):** The “Address” and “Phone” are required fields. This information is essential as it will be used to contact you if there are questions concerning your Form and it will be used to determine where to mail the physical checks.

SELECTING YOUR TIER PLACEMENT

Quick tips:

- If you think you qualify for Tier 1, select Tier 1 and go to the section on [TIER 1](#) below.
- If you are certain that you physically reported to work during the applicable period of March 4, 2020 – March 25, 2022, and also certain that it was less than what is required for Tier 1, select Tier 2. Go to the section on [TIER 2 and TIER 3](#) below.
- If you are certain that you did not physically report to work during the entire applicable period of March 4, 2020 – March 25, 2022, select Tier 3. Go to the section on [TIER 2 and TIER 3](#) below.
- If you are uncertain, select Tier 1 and go to the section on [TIER 1](#) below.
- Please refer to the definitions chart labeled as Attachment A, to help you complete your Form.

TIER 1

- Once selected, a worksheet allowing you to document the regular workdays you physically reported to work from March 4, 2020 through March 25, 2022 will appear. Any leaves reported in the HIP system will be pre-populated in the worksheet. Otherwise, you can refer to your Form 7 (leave record) for other leaves prior to your HIP conversion date¹. As a reminder, employees who completed DHRD’s THP survey in July/August 2023 will have their prior response data prepopulated in the worksheet and the total number of days is reflected in “Previously Reported” as shown in arrow A in

¹ See Attachment C for reference.

Figure 2 below. Although this data may be prepopulated in the worksheet, you are encouraged to review and correct any errors before submitting your Form.

- Be aware of clicking the “All – Onsite” and “All – Other” buttons (arrows B & C) as doing so will overwrite prepopulated data. If you do accidentally click on the button, do not fret as you will be prompted to confirm your action. You may also log out of the tile without saving the data, prompting your data to it’s original selection.
- Click on the rows selection to progress to the next set of days (arrow D).
- Please ensure you have made a selection for every scheduled work day, according to your work week schedule.

Figure 2

Temporary Hazard Pay Claim Form

00104536 Department: 51 AGS iBr

Total days - Onsite: 9 Previously Reported: 9 Tier: Tier 2

Exclude Weekends Exclude Holidays

Alternate Schedule Alt. Work Sched. Number of Weeks:

Employee ID	Name	Date	Day	Onsite	Other
21 00003	M	03/24/2020	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>
22 00003	M	03/25/2020	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>
23 00003	M	03/26/2020	Thursday	<input type="radio"/>	<input checked="" type="radio"/>
24 00003	M	03/27/2020	Friday	<input type="radio"/>	<input checked="" type="radio"/>
25 00003	M	03/28/2020	Saturday	<input type="radio"/>	<input checked="" type="radio"/>
26 00003	M	03/29/2020	Sunday	<input type="radio"/>	<input checked="" type="radio"/>
27 00003	M	03/30/2020	Monday	<input checked="" type="radio"/>	<input type="radio"/>
28 00003	M	03/31/2020	Tuesday	<input type="radio"/>	<input checked="" type="radio"/>
29 00003	M	04/01/2020	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>
30 00003	M	04/02/2020	Thursday	<input type="radio"/>	<input checked="" type="radio"/>

Submit only when the entire form is complete. Otherwise, save your progress and submit when ready. By submitting this form, you attest that the information is as accurate and truthful as possible, to the best of your knowledge. You will no longer be able to access your form upon submittal. Please print a copy of the form prior to submitting, for your records.

Sign: Date:

- For Employees working an Alternate Work Week Schedule, check the Alternate Schedule box as shown in Figure 3 (arrow A) and select your work schedule from the dropdown box under the Alt. Work Schedule field (arrow B). Then indicate the number of weeks in which you worked that alternate schedule (arrow C). [Note: This number must be 54 or more to qualify for the lower threshold. If less than 54, your threshold number to qualify for Tier 1 is 420, the same as employees who work a 5 day -8 hours per day (5-8) Regular Workweek as shown in the Table on page 1.]

Figure 3

Alternate Schedule Alt. Work Sched. Number of Weeks:

Alternate 3 days/week 12 hrs+4
Alternate 4 days/week 10 hrs.

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- The “Total days - Onsite,” “Previously Reported” and “Tier” fields, highlighted in yellow in *Figure 4 below*, will automatically populate data based on the information you have previously provided in response to DHRD’s survey of summer 2023, or based on your completion of this Form. **Please note “Previously Reported” will reflect “0” if you did not provide a response to DHRD’s survey.*

Figure 4

- Once you have completed your Form, acknowledge completion by selecting the submit checkbox, typing your name and dating the Form electronically as shown in *Figure 5 below*.

Figure 5

- Please save and/or print your Form for your records by using the Grid Action Menu next to the search button, select Download to Excel to save to your own device and to print the form for future reference as shown in *Figure 6 below*.

Figure 6

- After printing your Form, click on the Submit button to transmit your completed Form to your supervisor as shown in *Figure 7 below*. Once you click submit, you will no longer be able to access the data on your Form.

Figure 7

TIER 2 or TIER 3:

If you select Tier 2 or 3, the detailed report of your attendance will not appear as you are not required to complete this portion of the Form. Once you have selected Tier 2 or Tier 3, to complete your Form, acknowledge completion by selecting the submit checkbox, typing your name and dating the Form electronically, printing your Form for your records and selecting the Submit button.

Upon submission, you will see the message in the lower left corner of the box below, indicating your Form has been submitted successfully as shown in *Figure 8* below.

Figure 8

Temporary Hazard Pay Claim Form

Employee ID: [redacted] Name: [redacted] Department: [redacted]

Tier

Tier 1 Tier 2 Tier 3

I certify that I qualify for Tier 2 as I physically reported to work but the number of days were less than what is required to qualify for Tier 1.

Submit only when the entire form is complete. Otherwise, save your progress and submit when ready. By submitting this form, you attest that the information is as accurate and truthful as possible, to the best of your knowledge. You will no longer be able to access your form upon submittal. Please print a copy of the form prior to submitting, for your records.

Sign: [redacted] Date: 05/22/2024

Save Submit

Your THP claim form has been submitted successfully. Please print this screen for your records.

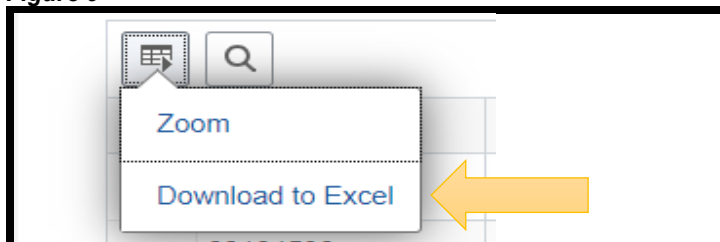
Need Help?
[THP Claim Form Instructions and Additional Resources](#)

Your form will be submitted to your department and no further action is required at this time. Once you click submit, you will no longer be able to access the data on your Form.

AFTER YOU SUBMIT YOUR FORM

- Please print your Form for your records by using the Grid Action Menu next to the search button, select Download to Excel and print as shown in *Figure 9* below.

Figure 9



Once you submitted your Form, an *email to your supervisor will trigger alerting him/her to review your completed Form. Your supervisor will either “Approve” or “Disagree” with your Form as follows:

- “Agree” means your supervisor agrees with your assessment of tier placement. You will receive an *email informing you that your Form as been approved and there is nothing further for you to do.
- “Disagree” means your supervisor disagrees with your assessment of tier placement. You will receive an *email informing you that your Form needs review and to contact your supervisor immediately to discuss and resolve any disagreements as follows:
 - If the disagreement is resolved, make the necessary changes, if applicable, and resubmit your Form.

- If the disagreement is unresolved between you and your supervisor, click the appeal button as shown in *Figure 10* and you will be provided 30 calendar days to substantiate your tier placement to your Department Director or your Director's designee.

Figure 10

The screenshot shows the 'Temporary Hazard Pay Claim Form' interface. At the top, there are input fields for 'Employee ID', 'Name', and 'Department'. Below these, the 'Approval Status' is displayed as 'Disagree'. A 'Tier' section contains three radio buttons: 'Tier 1' (selected), 'Tier 2', and 'Tier 3'. A checkbox is present with the text: 'Submit only when the entire form is complete. Otherwise, save your progress and submit when ready. By submitting this form, you attest that the information is as accurate and truthful as possible, to the best of your knowledge. You will no longer be able to access your form upon submittal. Please print a copy of the form prior to submitting, for your records.' Below this, there are 'Sign:' and 'Date:' fields, followed by 'Save', 'Appeal', and 'Submit' buttons. A yellow arrow points to the 'Appeal' button. At the bottom, there is a 'Need Help?' link and a URL for 'THP Claim Form Instructions and Additional Resources'.

- If the disagreement is still unresolved, you are advised to immediately contact HGEA who will have 30 calendar days to substantiate your tier placement to a mutually agreed upon third party for review and final decision-making. If you are an excluded employee, you are advised to email the State's Chief Negotiator, Wilbert Holck, at: wilbert.s.holck@hawaii.gov.
- Please keep in mind, through this process, eligible payments may be delayed.
- * If you are a inactive/former employee, the email functionality in HIP is not operational, however, your Form will be reviewed as both your supervisor and the Human Resources Office will be making frequent status checks of all Forms. In lieu of email notifications via HIP, you may be contacted based on the Contact Information you provide as shown in Page 2, *Figure 1*.

ADDITIONAL RESOURCES TO ASSIST IN COMPLETING THE FORM

To assist you in completing the Form, please find attached the following information:

- A. THP Claim Form Definition Chart
- B. State observed holidays for calendar years 2020 – 2022
- C. HIP Conversion Date by Department
- D. Human Resources contact list by Department

In addition, you may also refer to documents such as: Form 7, sign-in sheets, Form G-1s, and HIP's Time Summary (only active employees) to help you complete the Form. Please work with your supervisor in obtaining applicable documents. For inactive employees please contact your former supervisor if known, otherwise contact your department's Human Resources Office.

If you were employed in another department, please check with your current department's human resources office to coordinate with your former department to ensure you have the proper documents necessary to complete the Form.

The deadline to complete your Form and notify your supervisor of completion is **Wednesday, July 31, 2024**. If you have any questions, please refer to the contact list to find your department's contact.

PAYMENT

1. THP payments, if eligible, will be made in two installments. The first half will be paid in October 2024 and the second, March 2025.
2. The payments will be processed as a separate payment from your bi-monthly check, if currently employed.
3. Payments will be reported to the Employees' Retirement System, if applicable.
4. Taxes, retirement contributions and union dues will be appropriately deducted.

Onsite	<p>When selected, Onsite reflects a regularly scheduled work day an employee <u>physically reported to work, regardless of the number of hours worked.</u></p> <p>The number of onsite days selected will determine your tier placement. For example, if you selected 9 onsite days, you will be placed in Tier 2.</p> <p>Do not include any overtime worked.</p> <p>If you began employment in an applicable HGEA BU during the eligible period, only enter work days <u>you physically reported to work</u> from that period. Do not complete the Form for periods of work in non-eligible bargaining units.</p>
Alternate Schedule	<p>Alternate Schedules are approved work schedules that do <u>not</u> conform to the standard Monday through Friday work week (5 days a week/8 hour days).</p> <p>Select the Alternate Schedule checkbox if you worked either a 4 days/10 hour or 3 days/12 hours + 4 hours schedule, and select the applicable schedule indicated in the Alt. Work Sched. dropdown box.</p> <p>There are 107 workweeks during the applicable period. In order to qualify for the lower number of days for Tier 1 placement, you must have worked at least 54 weeks in the alternate work schedule. Indicate the number of weeks worked in the alternate work schedule, in the Number of Weeks box.</p>
Exclude Weekends	<p>The Exclude Weekends default is for employees who work a standard M - F work schedule. For employees that work other than M - F, change to reflect their work schedule by unselecting Exclude Weekends checkbox.</p>
Exclude Holidays	<p>The Exclude Holidays default is for employees who work a standard M - F work schedule. For employees that work other than M - F, change to reflect the date holiday was observed, by unselecting Exclude Holidays checkbox.</p> <p>For employees that work a standard M - F workweek, holidays have been color coded in gray.</p> <p>Any holidays that occurred before your HIP start date must be recorded. A list of State observed holidays (2020-2022) has been provided as <u>4A</u>.</p>

All - Onsite	Selection of All Onsite button will change all dates/rows that have been pre-populated or previously selected to reflect the employee <u>physically reported to work</u> . Please be aware that by selecting this, all prepopulated or previously selected dates/rows will change.
All - Other	Selection of All Other button will change all dates/rows that have been pre-populated or previously selected to reflect the employee <u>did not physically report to work</u> . Please be aware that by selecting this, all prepopulated or previously selected dates/rows will change.
Total days - Onsite	Total days Onsite reflects total number of days the employee physically reported to work during the applicable period. This calculation will be populated upon completion of the Form.
Previously Reported	Previously Reported will reflect the total number of days reported to work for only employees who completed the initial THP Data Collection Project in September 2023. Otherwise it will reflect zero.
Tier	Tier reflects the tier placement based on the total number of days onsite and is populated based on the employee's work schedule.

Years 2020 and 2021
Holidays to be observed by the
HAWAII STATE GOVERNMENT

www.dhrd.hawaii.gov

Website where State Holiday Schedule posted

Year 2020 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2020</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Wednesday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 20 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 17 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Thursday	The twenty-sixth day in March
Good Friday.....	April 10 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 25 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Thursday.....	The eleventh day in June
Independence Day.....	July 3 Friday.....	The fourth day in July
Statehood Day.....	Aug. 21 Friday.....	The third Friday in August
Labor Day.....	Sept. 7 Monday.....	The first Monday in September
General Election Day	Nov. 3 Tuesday.....	The first Tuesday in Nov. following the first Monday of even numbered years. (<i>Hawaii State Constitution, Article 2 – Section</i>)
Veterans' Day.....	Nov. 11 Wednesday.....	The eleventh day in November
Thanksgiving.....	Nov. 26 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Friday.....	The twenty-fifth day in December

Year 2021 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2020</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1, Friday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 18 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 15 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Friday.....	The twenty-sixth day in March
Good Friday.....	April 2 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 31 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Friday.....	The eleventh day in June
Independence Day.....	July 5 Monday.....	The fourth day in July
Statehood Day.....	Aug. 20 Friday.....	The third Friday in August
Labor Day.....	Sept. 6 Monday.....	The first Monday in September
Veterans' Day.....	Nov 11 Thursday.....	The eleventh day in November
Thanksgiving.....	Nov. 25 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 24 Friday.....	The twenty-fifth day in December

FOOTNOTES: For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. **Created by the Department of Human Resources Development 2/28/2018** subject to change.

Years 2022 and 2023
Holidays to be observed by the
HAWAII STATE GOVERNMENT

www.dhrd.hawaii.gov

Website where State Holiday Schedule posted

Year 2022 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2022</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Dec. 31 Friday	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 17 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 21 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 25 Friday	The twenty-sixth day in March
Good Friday.....	April 15 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 30 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 10 Friday	The eleventh day in June
Independence Day.....	July 4 Monday.....	The fourth day in July
Statehood Day.....	Aug. 19 Friday.....	The third Friday in August
Labor Day.....	Sept. 5 Monday.....	The first Monday in September
General Election Day	Nov. 8 Tuesday.....	The first Tuesday in Nov. following the first Monday of even numbered years. (<i>Hawaii State Constitution, Article 2 – Section</i>)
Veterans' Day.....	Nov. 11 Friday	The eleventh day in November
Thanksgiving.....	Nov. 24 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 26 Monday	The twenty-fifth day in December

Year 2023 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2023</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 02 Monday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 16 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 20 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 27 Monday	The twenty-sixth day in March
Good Friday.....	April 7 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 29 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 12 Monday.....	The eleventh day in June
Independence Day.....	July 4 Tuesday.....	The fourth day in July
Statehood Day.....	Aug. 18 Friday.....	The third Friday in August
Labor Day.....	Sept. 4 Monday.....	The first Monday in September
Veterans' Day.....	Nov. 10 Friday	The eleventh day in November
Thanksgiving.....	Nov. 23 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Monday	The twenty-fifth day in December

FOOTNOTES: For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. **Created by the Department of Human Resources Development 7/19/2021** subject to change.

Departments Timeline on Time & Leave

<u>T&L Group</u>	<u>Date</u>	<u>Department</u>
1	May 1, 2020	Accounting & General Services
		Governor
		Lieutenant Governor
2	March 1, 2021	Transportation
		Transportation-Air
		Transportation-Harbors
		Transportation-Highways
		Business & Economic Developmnt
		Hawaiian Home Lands
		Human Services
		Defense
		Commerce & Consumer Affairs
		Attorney General
		Budget & Finance
		Taxation
		CCA-PUC
Stadium		
3	August 1, 2021	Agriculture
		Land and Natural Resources
		Education-Libraries
		Health
		Public Safety
		Labor & Industrial Relations
Human Resources Development		

DEPARTMENTAL CONTACTS LISTING			
Department	Name	E-mail Address	Telephone Number
AG	Kristie Sumitani	Kristie.y.nakamoto@hawii.gov	808-586-1236
	Barbara Nitta	Barbara.k.nitta@hawaii.gov	808-586-1223
AGR		hdoa.hr@hawaii.gov	808-973-9496
	Christina Kapu	christina.m.kapu@hawaii.gov	808-973-9480
B&F	Lori Ikenaga	Loriann.k.ikenaga@hawaii.gov	808-586-1588
	Terri Murakami	terri.c.murakami@hawaii.gov	808-586-1634
DAGS	Claire Orodio	clarine.f.orodio@hawaii.gov	808-586-0369
	Daeleen Liu	daeleen.liu@hawaii.gov	808-586-0369
DBEDT	Steven Sung	Steven.s.sung@hawaii.gov	808-586-2562
	Mary Pagala	Mary.j.pagala@hawaii.gov	808-586-2434
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	Sachiko Oishi	soishi@dcca.hawaii.gov	808-586-2839
	Patrick Chen	pchen@dcca.hawaii.gov	808-586-2833
DHRD	Sabrina Doi	sabrina.k.doi@hawaii.gov	808-587-1170
	Wendee Hirai	wendee.m.hirai@hawaii.gov	808-587-1170
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DOD	Lori Takao	lori.a.y.takao@hawaii.gov	808-369-3478
	Lori-Ann Yoshii-Faustino	Loriann.k.yoshiifaustino@hawaii.gov	808-369-3478
DOH	Deanna Ing	deanna.ing@doh.hawaii.gov	808-586-4478
	Vickie Donayri	vickie.donayri@doh.hawaii.gov	808-586-4480

	Karie Imamura	karie.imamura@doh.hawaii.gov	808-586-4484
DOT (overall)	Rey Domingo	Rey.Domingo@hawaii.gov	808-587-2145
	Crystal Rambayon	crystalann.j.rambayon@hawaii.gov	808-587-2145
	Stephanie Tang	stephanie.bc.tang@hawaii.gov	808-587-2146
DOT Airports	Candice Shintani	Candice.C.Shintani@hawaii.gov	808-838-8614
DOT Highways	Kristina Magcamit	Kristina.Magcamit@hawaii.gov	808-587-2229
DOT Harbors	Catherine Fernandez	Catherine.v.fernandez@hawaii.gov	808-587-1935
GOV	Krystle Cook	Krystle.E.Cook@hawaii.gov	808-586-0750
	Vanessa Baptiste	vanessa.k.baptiste@hawaii.gov	808-586-0069
HHL	Victor Mokulehua Jr.	victor.t.mokulehua.jr@hawaii.gov	808-620-9540
	Patricia Ah Sing	patricia.k.ahsing@hawaii.gov	808-620-9538
HSPLS	Human Resources Office	hro@librarieshawaii.org	808 831-6860
LAW	Jennifer Egami	jennifer.s.egami@hawaii.gov	808-587-5015
	Heidi Li	heidi.h.li@hawaii.gov	808-587-5013
DCR	Mona Ta'amilo	Mona.M.Taamilo@hawaii.gov	808-587-1225
	Kristina Park	Kristina.L.Park@hawaii.gov	808-587-3466
TAX	Dean Arashiro	dean.arashiro@hawaii.gov	808 587-1518
	Malia Estomago	manuelita.m.estomago@hawaii.gov	808 587-1524
	Kai Mana Peres-David	samuel.k.peres-david@hawaii.gov	
LT GOV	Alyssa Pascual	Alyssa.Pascual@hawaii.gov	808-978-0866
	Julie Yang	julie.yang@hawaii.gov	808-978-0865