November 1, 2019

COMPTROLLER’S MEMORANDUM NO. 2019-20

TO: Heads of Departments and Agencies

ATTN: Fiscal and Payroll Offices

FROM: Curt T. Otaguro, Comptroller

SUBJECT: ACH Option for Off-Cycle Payments

Effective November 1, 2019, the Hawaii Information Portal (HIP) will have the option for departments to submit priority pay to employees through ACH Direct Deposit instead of issuing a paper check. This will reduce the amount of time it takes to make funds available to the employee.

The current priority pay off-cycle default in the HIP system has a check in the “No Direct Deposit” box. If the box is unchecked, the priority pay off-cycle check will be deposited into the employee’s bank account(s) based on their Direct Deposit setup. Refer to the screen shot below. It is the department’s responsibility that the employee’s bank account(s), based on their Direct Deposit setup, is/are active and accurate prior to selecting the ACH Direct Deposit option for off-cycle payments.

Please note that if the priority pay off-cycle payment has been sent through Direct Deposit, the employee’s pay statement will not be printed and will only be available online.

If you have any questions, please contact Joselyn Y. Matsuno-Fowler, Accounting System Manager, Accounting Division, at 586-0660 or joselyn.y.matsuno-fowler@hawaii.gov.