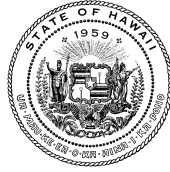


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DEPUTY COMPTROLLER

**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

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

November 09, 2020

**COMPTROLLER'S MEMORANDUM NO. 2020-25**

TO: Heads of Departments and Agencies  
ATTN: Human Resources and Fiscal Offices  
FROM: Curt T. Otaguro, Comptroller   
SUBJECT: 2020 Year-End Preparations & W-2 Issuance

This year's preparations for closing and employee wage and tax statement W-2 issuance will require all departments and agencies to submit all adjustments for this year on or before the prescribed deadlines within the three pay periods remaining for the calendar year 2020.

The Payroll Schedule for Calendar Year 2021 is attached. The submittal deadline for Hawaii Information Portal (HIP) system processing is the 7th workday before payday, in which payment action occurs, by 4:00 pm.

Please find the following important submission deadlines for all departments and agencies for the calendar year 2020 closing.

- The last Priority Pay Off-Cycle will be on December 8, 2020. However, pending adjustments, overpayments, cancellations, refunds, etc., should be processed upon receipt or as soon as possible. This will be your last opportunity for all adjustments through the December 4, 2020 pay period.
- The last On-Cycle will be on the December 18, 2020 pay period.
- A special "Year-End" Off-Cycle will be completed on December 30, 2020. This Off-Cycle was created only for December 18, 2020 check cancellations and overpayment adjustments that require processing. These adjustments will be on your reports, e.g., FAMIS, DataMart, etc., for the January 20, 2021 pay period.
- The information in the error report from the monthly Social Security number verification process shall be resolved, and the necessary corrections made as soon as possible. If a department continues to use the incorrect information while trying to pay an employee, Central Payroll may elect to not pay this employee until this error is resolved. Any Social Security corrections that are not resolved by December 24, 2020, will need to be handled by issuing a W-2 correction.

Expect W-2s to be available for pick up no later than January 26, 2021, for distribution. Employees can access their W-2s online on a State-networked computer a few days in advance of the paper W-2 distribution. To elect to have an electronic W-2/W-2c, employees can access the W-2/W-2c Consent Form located in the Employee Self Service (ESS) at [hip.hawaii.gov](http://hip.hawaii.gov). Once logged in, employees can click on "W-2/W-2c Consent". The Consent Form page will display a statement about the form, the current consent status, and a checkbox to consent to receive an electronic form. By default, the box to consent to electronic W-2 and W-2c forms will be unchecked. Checking the box and clicking "Submit" provides consent to receive an electronic W-2 form. A confirmation page will then follow showing that the submission was successful.

Please continue to encourage your employees to consider providing their consent to receive their W-2 form electronically. Authorized payroll users may be able to reach out to this target population by running M\_W2\_Consent query, filtering the "Consent" column and selecting "N", which is "no consent received". See the screenshot below.

M W2 CONSEN 2		
ID	Name	Consent
00000001	Doe, John	N
00000002	Doe, Jane	N

The last day to provide consent will be December 30, 2020. Inquiries as to the accuracy of earnings, taxes, and deductions included on the annual employee wage and tax W-2 statement should be directed to the department and agency payroll offices.

Requests for duplicate W-2s from employees may be fulfilled by the agency payroll offices, or by employees who may log-in to ESS on a state-networked computer to direct their reprints for earnings paid in 2018 forward. Requests for W-2 statements from 2017 and prior must be submitted to DAGS Pre-Audit Clerical following the existing request process with the \$10 request fee. For a sample of the HIP W-2 statement, please direct your employees to the <http://ags.hawaii.gov/hawaiipay/for-employees> section.

We appreciate your adherence to the timely submission of information for a successful 2020 year-end closing and annual W-2 statement issuance. Should you have any questions, please contact the HIP Service Center at [hip@hawaii.gov](mailto:hip@hawaii.gov) or 201-SERV [7378].

Attachment: 2021 HIP Online Payroll Change Schedule & Calendar

c: Hawaii Information Portal (HIP) Service Center

## HIP Online Payroll Change Schedule Due Dates for Calendar Year 2021

Pay Period Ending	Pay Date	Agency Approved Online PCS Due by 4:00 pm (Regular/Hourly/Fringe)
12/31/20	01/05/21	12/24/20
01/15/21	01/20/21	01/08/21
01/31/21	02/05/21	01/27/21
02/15/21	02/19/21	02/09/21
02/28/21	03/05/21	02/24/21
03/15/21	03/19/21	03/10/21
03/31/21	04/05/21	03/23/21
04/15/21	04/20/21	04/09/21
04/30/21	05/05/21	04/26/21
05/15/21	05/20/21	05/11/21
05/31/21	06/04/21	05/25/21
06/15/21	06/18/21	06/08/21
06/30/21	07/02/21	06/23/21
07/15/21	07/20/21	07/09/21
07/31/21	08/05/21	07/27/21
08/15/21	08/19/21	08/10/21
08/31/21	09/03/21	08/25/21
09/15/21	09/20/21	09/09/21
09/30/21	10/05/21	09/24/21
10/15/21	10/20/21	10/11/21
10/31/21	11/05/21	10/27/21
11/15/21	11/19/21	11/09/21
11/30/21	12/03/21	11/23/21
12/15/21	12/20/21	12/09/21
12/31/21	1/05/22	12/23/21