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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**  
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

November 8, 2021

**COMPTROLLER'S MEMORANDUM NO. 2021-17**

TO: Heads of Departments and Agencies  
ATTN: Human Resources and Fiscal Offices  
FROM: Curt T. Otaguro, Comptroller   
SUBJECT: 2021 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 2021.

The Payroll Schedules for the Calendar Year 2022 are attached. The submission deadline for Hawaii Information Portal (HIP) system processing is the 7<sup>th</sup> workday before payday, on which payment action occurs, by 4:00 p.m.

Please find the following important submission deadlines for all departments and agencies for the calendar year 2021 closing:

- The last Priority Pay Off-Cycle will be on December 7, 2021. 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 3, 2021 pay date.
- The last On-Cycle will be on the December 20, 2021 pay date.
- A special "Year-End" Off-Cycle will be completed on December 30, 2021. This Off-Cycle was created only for December 20, 2021 check cancellations and overpayment adjustments that require processing. These adjustments will be on your reports, e.g., FAMIS, DataMart, etc., for the January 20, 2022 pay date.
- 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 23, 2021, will need to be handled by issuing a W-2 correction.

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Expect W-2s to be available for pick-up no later than January 25, 2022, 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 the M\_W2\_Consent query, filtering the "Consent" column and selecting "N", "R", "W", or "blank", which indicates that no consent was received. Refer to the screenshot below.

M_W2_CONSENTS								
Co	Dept ID	Descr	Payroll No	Warr Dist	ID	LN, FN	Consent	Definiton of Consent Value
SOH	00001	State of Hawaii	X01	001	00000001	Doe, John	N	No consent
SOH	00001	State of Hawaii	X01	001	00000002	Doe, Jane	R	Consent turned off
SOH	00001	State of Hawaii	X01	001	00000003	Doe, Johnny	W	Consent Withdrawn
SOH	00001	State of Hawaii	X01	001	00000004	Doe, Janie	blank	employee never accessed the page

The last day to provide consent will be December 30, 2021. 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 and 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 of the DAGS website.

We appreciate your adherence to the timely submission of information for a successful 2021 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].

Attachments: 2022 HIP Online Payroll Change Schedule Due Dates and  
2022 HIP Time and Leave Submission Due Dates

c: Hawaii Information Portal (HIP) Service Center

**HIP Online Payroll Change Schedule Due Dates for Calendar Year 2022**

**(For DOE, HHSC, Judiciary, and UH's Use Only)**

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

**HIP Time and Leave Submission Due Dates for Calendar Year 2022**

**(For Time and Leave Departments' Use Only)**

Pay Period Ending	Pay Date	Timesheets Due by 5:00 pm	Supervisor Approvals Due by 5:00 pm
12/31/21	01/05/22	12/22/21	12/23/21
01/15/22	01/20/22	01/07/22	01/10/22
01/31/22	02/04/22	01/25/22	01/26/22
02/15/22	02/18/22	02/08/22	02/09/22
02/28/22	03/04/22	02/22/22	02/23/22
03/15/22	03/18/22	03/08/22	03/09/22
03/31/22	04/05/22	03/23/22	03/24/22
04/15/22	04/20/22	04/07/22	04/08/22
04/30/22	05/05/22	04/25/22	04/26/22
05/15/22	05/20/22	05/10/22	05/11/22
05/31/22	06/03/22	05/23/22	05/24/22
06/15/22	06/20/22	06/07/22	06/08/22
06/30/22	07/05/22	06/22/22	06/23/22
07/15/22	07/20/22	07/08/22	07/11/22
07/31/22	08/05/22	07/26/22	07/27/22
08/15/22	08/18/22	08/08/22	08/09/22
08/31/22	09/02/22	08/23/22	08/24/22
09/15/22	09/20/22	09/08/22	09/09/22
09/30/22	10/05/22	09/23/22	09/26/22
10/15/22	10/20/22	10/10/22	10/11/22
10/31/22	11/04/22	10/25/22	10/26/22
11/15/22	11/18/22	11/04/22	11/07/22
11/30/22	12/05/22	11/22/22	11/23/22
12/15/22	12/20/22	12/08/22	12/09/22
12/31/22	01/05/23	12/22/22	12/23/22