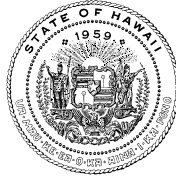


JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



KEITH A. REGAN
COMPTROLLER
KA LUNA HO'OMALU HANA LAULĀ

MEOH-LENG SILLIMAN
DEPUTY COMPTROLLER
KA HOPE LUNA HO'OMALU HANA LAULĀ


STATE OF HAWAI'I | KA MOKU'ĀINA O HAWAI'I
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA 'OIHANA LOIHELU A LAWELAWE LAULĀ
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

December 20, 2022

COMPTROLLER'S MEMORANDUM NO. 2022-22

TO: Heads of Departments and Agencies

ATTN: Human Resources Offices

FROM: Keith A. Regan, Comptroller 

SUBJECT: Effective January 1, 2023 - Making Changes in HIP to Employees' ERS FICA and Group Codes

Effective January 1, 2023, please ensure that all changes to Employees' Retirement System (ERS) FICA and Group Codes for employees in HIP are made effective on the first day of the pay period and not in the middle of the pay period. Changes that are made in the middle of the pay period to employees' Job Data records from an ERS-eligible to a non-ERS-eligible position, and vice versa, result in potential errors in the assessment of ERS' retirement deductions.

For changes that were made in the middle of the pay period, prior to this new policy, we ask that ERS work with the affected employees and their departments to make the necessary corrections to their HIP records.

Should you have any questions on this matter, please submit a HIP ticket and use the "Payroll" category.

c: Thomas Williams, ERS