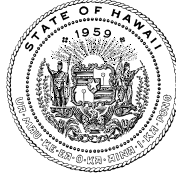


JOSH GREEN, M.D.  
GOVERNOR  
KE KIA'ĀINA




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 23, 2022

**COMPTROLLER'S MEMORANDUM NO. 2022-23**

TO: Heads of Departments and Agencies  
ATTN: Human Resources and Fiscal Offices  
FROM: Keith A. Regan, Comptroller   
SUBJECT: 2022 Year-End Preparations and W-2 Issuance

This memorandum serves as a reminder for this year's preparations for closing and employee wage and tax statement W-2 issuance. Please refer to the e-mail sent to you from the Hawaii Information Portal (HIP) on November 16, 2022.

The HIP Payroll Due Dates for Calendar Year 2023 is attached. The submission deadline for HIP system processing is the 7<sup>th</sup> workday before payday, on which payment action occurs, by 4:00 p.m.

Expect W-2s to be available for pick-up no later than January 24, 2023, 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

COMPTROLLER'S MEMORANDUM NO. 2022-23

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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, 2022. Inquiries as to the accuracy of earnings, taxes, and deductions included on the annual employee wage and tax W-2 statements 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 <https://ags.hawaii.gov/hip/for-employees/> section of the DAGS website.

We appreciate your adherence to the timely submission of information for a successful 2022 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: HIP Payroll Due Dates for Calendar Year 2023

c: Hawaii Information Portal (HIP) Service Center

## HIP Payroll Due Dates for Calendar Year 2023

### State of Hawaii, DAGS Central Payroll

For PCS and Time & Leave Departments				For PCS Depts.	For Time & Leave Depts.
Pay Period Ending - ATF	Pay Period Ending - LAG	Actual Pay Date	PCS & Timesheet Open	PCS Due	Timesheet Due
12/15/22	12/31/22	01/05/23	12/15/22	12/23/22	12/22/22
12/31/22	01/15/23	01/20/23	12/30/22	01/10/23	1/9/23
01/15/23	01/31/23	02/03/23	01/17/23	01/25/23	1/24/23
01/31/23	02/15/23	02/17/23	01/31/23	02/08/23	2/7/23
02/15/23	02/28/23	03/03/23	02/14/23	02/22/23	2/21/23
02/28/23	03/15/23	03/20/23	02/28/23	03/09/23	3/8/23
03/15/23	03/31/23	04/05/23	03/15/23	03/24/23	3/23/23
03/31/23	04/15/23	04/20/23	03/31/23	04/11/23	4/10/23
04/15/23	04/30/23	05/05/23	04/17/23	04/26/23	4/25/23
04/30/23	05/15/23	05/19/23	05/02/23	05/10/23	5/9/23
05/15/23	05/31/23	06/05/23	05/16/23	05/24/23	5/23/23
05/31/23	06/15/23	06/20/23	05/31/23	06/08/23	6/7/23
06/15/23	06/30/23	07/05/23	06/15/23	06/23/23	6/22/23
06/30/23	07/15/23	07/20/23	06/29/23	07/11/23	7/10/23
07/15/23	07/31/23	08/04/23	07/17/23	07/26/23	7/25/23
07/31/23	08/15/23	08/17/23	08/01/23	08/08/23	8/7/23
08/15/23	08/31/23	09/05/23	08/14/23	08/24/23	8/23/23
08/31/23	09/15/23	09/20/23	08/30/23	09/11/23	9/8/23
09/15/23	09/30/23	10/05/23	09/15/23	09/26/23	9/25/23
09/30/23	10/15/23	10/20/23	10/02/23	10/11/23	10/10/23
10/15/23	10/31/23	11/03/23	10/17/23	10/25/23	10/24/23
10/31/23	11/15/23	11/20/23	10/31/23	11/08/23	11/7/23
11/15/23	11/30/23	12/05/23	11/15/23	11/24/23	11/22/23
11/30/23	12/15/23	12/20/23	11/30/23	12/11/23	12/8/23