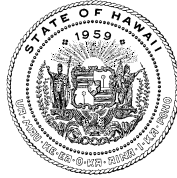


JOSH GREEN, M.D.
GOVERNOR
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KEITH A. REGAN
COMPTROLLER
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DEPUTY COMPTROLLER
KA HOPE LUNA HO'OMALU HANA LAULĀ


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

December 26, 2023

COMPTROLLER'S MEMORANDUM NO. 2023-28

TO: Heads of Departments and Agencies

ATTN: Human Resources and Fiscal Offices

FROM: Keith A. Regan, Comptroller 

SUBJECT: 2023 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, 2023**.

The HIP Payroll Due Dates for Calendar Year 2024 is attached. The submission deadline for HIP system processing is the 7th 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 23, 2024**, 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. 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 29, 2023**. 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. Employees who consent to receive their W-2s electronically will be able to access them in HIP ESS starting on **January 16, 2024**.

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 2023 year-end closing and annual W-2 statement issuance. Should you have any questions, please contact the HIP Service Center at hip@hawaii.gov or 201-SERV [7378].

Attachment: HIP Payroll Due Dates for Calendar Year 2024

c: Hawaii Information Portal (HIP) Service Center

Payroll Change Schedule Due Dates for Calendar Year 2024

State of Hawaii, DAGS Central Payroll

Pay Period Ending - ATF	Pay Period Ending - LAG	Actual Pay Date	PCS Open	PCS Due
12/15/2023	12/31/2023	1/5/2024	12/15/2023	12/26/2023
12/31/2023	1/15/2024	1/19/2024	1/2/2024	1/9/2024
1/15/2024	1/31/2024	2/5/2024	1/16/2024	1/25/2024
1/31/2024	2/15/2024	2/20/2024	1/31/2024	2/8/2024
2/15/2024	2/29/2024	3/5/2024	2/14/2024	2/23/2024
2/29/2024	3/15/2024	3/20/2024	2/29/2024	3/11/2024
3/15/2024	3/31/2024	4/5/2024	3/15/2024	3/25/2024
3/31/2024	4/15/2024	4/19/2024	4/2/2024	4/10/2024
4/15/2024	4/30/2024	5/3/2024	4/16/2024	4/24/2024
4/30/2024	5/15/2024	5/20/2024	4/30/2024	5/9/2024
5/15/2024	5/31/2024	6/5/2024	5/15/2024	5/24/2024
5/31/2024	6/15/2024	6/20/2024	5/31/2024	6/10/2024
6/15/2024	6/30/2024	7/5/2024	6/17/2024	6/25/2024
6/30/2024	7/15/2024	7/19/2024	7/1/2024	7/10/2024
7/15/2024	7/31/2024	8/5/2024	7/16/2024	7/25/2024
7/31/2024	8/15/2024	8/20/2024	7/31/2024	8/8/2024
8/15/2024	8/31/2024	9/5/2024	8/14/2024	8/26/2024
8/31/2024	9/15/2024	9/20/2024	8/30/2024	9/11/2024
9/15/2024	9/30/2024	10/4/2024	9/17/2024	9/25/2024
9/30/2024	10/15/2024	10/18/2024	10/1/2024	10/9/2024
10/15/2024	10/31/2024	11/4/2024	10/15/2024	10/24/2024
10/31/2024	11/15/2024	11/20/2024	10/30/2024	11/8/2024
11/15/2024	11/30/2024	12/5/2024	11/15/2024	11/25/2024
11/30/2024	12/15/2024	12/20/2024	12/2/2024	12/11/2024