

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

