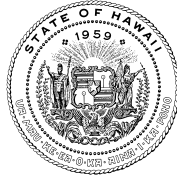


JOSH GREEN, M.D.  
GOVERNOR  
KE KIA'ĀINA




KEITH A. REGAN  
COMPTROLLER  
KA LUNA HO'OMALU HANA LAULĀ  
  
MEOH-LENG SILLIMAN  
DEPUTY COMPTROLLER  
KA HOPE LUNA HO'OMALU HANA LAULĀ

**STATE OF 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

January 8, 2025

**COMPTROLLER'S MEMORANDUM NO. 2025-03**

TO: Heads of Departments and Agencies  
ATTN: Human Resources and Fiscal Offices  
FROM: Keith A. Regan, Comptroller   
SUBJECT: 2025 Payroll Calendar and Issuance of Forms W-2

The HIP Payroll Due Dates for Calendar Year 2025 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 Forms W-2 to be available for pick-up no later than **January 21, 2025, at 1:00 p.m.**, for distribution. Employees who have already consented to receive their W-2s electronically will be able to access them in HIP Employee Self-Service (ESS) starting on January 13, 2025. The deadline to elect to receive electronic W-2s for 2024 has passed.

To elect to have an electronic W-2/W-2c for 2025, employees can access the W-2/W-2c Consent Form located in ESS at [hip.hawaii.gov](http://hip.hawaii.gov), starting on April 22, 2025. 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 provide their consent to receive their Forms W-2 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 following screenshot.

COMPTROLLER'S MEMORANDUM NO. 2025-03  
 January 8, 2025  
 Page 2

| 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 |

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 department and 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.

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 2025

c: Hawaii Information Portal (HIP) Service Center

**Payroll Change Schedule Due Dates for Calendar Year 2025**  
 State of Hawaii, DAGS Central Payroll

| Pay Period Ending - ATF | Pay Period Ending - LAG | Actual Pay Date | PCS Open | PCS Due  |
|-------------------------|-------------------------|-----------------|----------|----------|
| 12/15/2024              | 12/31/2024              | 01/03/25        | 12/17/24 | 12/23/24 |
| 12/31/2024              | 1/15/2025               | 01/17/25        | 12/30/24 | 01/08/25 |
| 1/15/2025               | 1/31/2025               | 02/05/25        | 01/14/25 | 01/27/25 |
| 1/31/2025               | 2/15/2025               | 02/20/25        | 01/31/25 | 02/10/25 |
| 2/15/2025               | 2/28/2025               | 03/05/25        | 02/14/25 | 02/24/25 |
| 2/28/2025               | 3/15/2025               | 03/20/25        | 02/28/25 | 03/11/25 |
| 3/15/2025               | 3/31/2025               | 04/04/25        | 03/17/25 | 03/25/25 |
| 3/31/2025               | 4/15/2025               | 04/17/25        | 04/01/25 | 04/08/25 |
| 4/15/2025               | 4/30/2025               | 05/05/25        | 04/14/25 | 04/24/25 |
| 4/30/2025               | 5/15/2025               | 05/20/25        | 04/30/25 | 05/09/25 |
| 5/15/2025               | 5/31/2025               | 06/05/25        | 05/15/25 | 05/27/25 |
| 5/31/2025               | 6/15/2025               | 06/20/25        | 06/02/25 | 06/10/25 |
| 6/15/2025               | 6/30/2025               | 07/03/25        | 06/17/25 | 06/24/25 |
| 6/30/2025               | 7/15/2025               | 07/18/25        | 06/30/25 | 07/09/25 |
| 7/15/2025               | 7/31/2025               | 08/05/25        | 07/15/25 | 07/25/25 |
| 7/31/2025               | 8/15/2025               | 08/20/25        | 07/31/25 | 08/08/25 |
| 8/15/2025               | 8/31/2025               | 09/05/25        | 08/14/25 | 08/26/25 |
| 8/31/2025               | 9/15/2025               | 09/19/25        | 09/02/25 | 09/10/25 |
| 9/15/2025               | 9/30/2025               | 10/03/25        | 09/16/25 | 09/24/25 |
| 9/30/2025               | 10/15/2025              | 10/20/25        | 09/30/25 | 10/09/25 |
| 10/15/2025              | 10/31/2025              | 11/05/25        | 10/15/25 | 10/27/25 |
| 10/31/2025              | 11/15/2025              | 11/20/25        | 10/31/25 | 11/10/25 |
| 11/15/2025              | 11/30/2025              | 12/05/25        | 11/17/25 | 11/25/25 |
| 11/30/2025              | 12/15/2025              | 12/19/25        | 12/02/25 | 12/10/25 |