The State of Hawaii is updating its 45+ year old payroll system to an industry used Oracle PeopleSoft product. The State of Hawaii’s payroll modernization, HawaiiPay will provide employees online access and control of their financial institutions direct deposit and deductions, while reducing the State’s dependency on paper pay statements.

Affects all employees receiving pay checks or pay statements from the DOE

**Key Dates**

- **End-Nov. 2018** — look for logon ID and password for ESS
- **Dec. 3-14, 2018** — Enrollment in ESS
- **Jan. 4, 2019** — 1st Pay Date from HIP (tentative)

**Anticipated Benefits**

- Pay deposited in employee’s accounts on same day using Automated Clearing House (ACH)
- Deposits possible to mainland financial institutions
- Online visibility to pay statements on pay day from your smart phones or at home
- Online updating for Federal and State Tax Withholdings

**What do I Need to Know and Do Now**

- Designate a team at your site to assist employees with ESS enrollment and to ensure the computer(s) can access HIP
- Block days during Dec 3-7 at your school, set-up a computer lab environment or reserve the library or a classroom for faculty and staff to enroll
- Communicate HawaiiPay to all faculty and staff at all employee meetings often

For more information visit: [http://ags.hawaii.gov/hawaiipay/](http://ags.hawaii.gov/hawaiipay/) & DOE webpage

Important contact information: HIP Service Center — hip@hawaii.gov or (808) 201-SERV [7378]
What Changes to Expect

⇒ The new system may round or total slightly different from the current system and may be due to:
  ⇒ Changes to your Bank/Credit Union Deductions
  ⇒ State of Hawaii Changes to the Tax Withholding calculation to use the full calendar year income
  ⇒ State of Hawaii Changes to Tax Withholding calculation for employees with multiple State of Hawaii employment
  ⇒ Monthly Deduction Amount rounding up
  ⇒ Corrected Garnishment Deductions, especially with student loans based on percentage of your income

Challenges

⇒ Connection to State of Hawaii networked computer
⇒ Latest market available web browsers on the computers used for ESS
⇒ Cutover occurs during Winter Break and potential school inservice dates

Employee Self Service (ESS) portal — Hawaii Information Portal (HIP)

⇒ Employees must use a State of Hawaii network computer to complete their HIP enrollment
⇒ Help documents and webinars to be provided for login, navigation, and information inputting
⇒ HIP online enrollment can range from 1-10 minutes, dependent on employee’s preparedness
⇒ More information forthcoming
⇒ Employees are to expect their logon ID and password end-November; distribution similar to W-2

Contact Information

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