



Employee Checklist for Direct Deposit Enrollment

Items to bring with you to the Hawaii Information Portal (HIP) Employee Self-Service (ESS) Direct Deposit open enrollment period:

- HIP State of Hawaii Employee Self-Service Login Information letter
- DOE's recommended Direct Deposit Worksheet
- Employee's DIRECT DEPOSIT & BANK, CREDIT UNION, FINANCIAL INSTITUTION Routing and Account Number Information
- Most recent Pay Statement (also known as "Employee's Earnings and Deductions Statement")

NOTE: For most employees, the net pay amount is deposited into one bank or credit union. This is record #999.