

December 3, 2018  
DP1203031.NS1

**MEMORANDUM**

**TO:** All RCUH Employees

**FROM:** Nelson Sakamoto   
Director of Human Resources

**SUBJECT: University of Hawai'i Announcements Pertaining to New Payroll System –  
NOT APPLICABLE TO RCUH EMPLOYEES**

Please disregard any notice you may have received via email or other means from the University of Hawai'i (UH) pertaining to "Enrollment for New Payroll System Begins Today". This notice does NOT apply to RCUH employees (regardless of work location, agency or department).

This notice (refer to the attachment) and any similar notice in the future pertains to the conversion of the current State of Hawai'i Department of Accounting and General Services' (DAGS) payroll system to a new DAGS payroll system, which the UH utilizes the DAGS payroll system for all of its employees.

The RCUH runs its own payroll system, which is not part of the University of Hawai'i's or the DAGS payroll system. If you have any questions, please call me at (808) 956-3100.

Attachment

cc: Principal Investigators

**Subject:** ENROLLMENT FOR NEW PAYROLL SYSTEM BEGINS TODAY

**Date:** Monday, December 3, 2018 at 8:16:17 AM Hawaii-Aleutian Standard Time

**From:** owner-announce-uhm-staff@lists.hawaii.edu on behalf of University of Hawaii  
<announce@hawaii.edu>

**To:** announce@hawaii.edu <announce@hawaii.edu>

The sign up for Hawaii Information Portal (HIP), the state's new modern payroll system begins today and ends on December 14, 2018. UH employees must still sign up for Multi-Factor Authorization (MFA) before signing into the state's new payroll system.

[Begin enrolling in HIP direct deposit: [https://urldefense.proofpoint.com/v2/url?u=http-3A\\_go.hawaii.edu\\_f5l&d=DwID-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpgnVfiiMM&r=aZT6iooxTzon1mjwUcJh1A&m=C-SqFO8Vz5eMHyBONOUkTTrJu2fTQK5UN4ihQICH63Y&s=yPcPSFhoDuE-VuC8k97UKvlhuhm1eq1FrIW0UaW5kXM&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A_go.hawaii.edu_f5l&d=DwID-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=aZT6iooxTzon1mjwUcJh1A&m=C-SqFO8Vz5eMHyBONOUkTTrJu2fTQK5UN4ihQICH63Y&s=yPcPSFhoDuE-VuC8k97UKvlhuhm1eq1FrIW0UaW5kXM&e=)]

Direct deposit will end unless employees log in to HIP and enroll in direct deposit from December 3 to 14, 2018. If direct deposit enrollment is not done during this period, you will receive paper paychecks beginning January 4, 2019.

Direct deposit may still be done after December 14, 2018, however you will receive paper paychecks until you enroll in HIP direct deposit. There will likely be a lag of one to two paychecks before your direct deposit takes effect.

Set up your MFA (if you have not already done so):

[https://urldefense.proofpoint.com/v2/url?u=https-3A\\_www.hawaii.edu\\_askus\\_1758&d=DwID-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpgnVfiiMM&r=aZT6iooxTzon1mjwUcJh1A&m=C-SqFO8Vz5eMHyBONOUkTTrJu2fTQK5UN4ihQICH63Y&s=ao1Wl8GqpAuvlooXVY5TANRCtl2h1dW3yEBg5b8ABZI&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_www.hawaii.edu_askus_1758&d=DwID-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=aZT6iooxTzon1mjwUcJh1A&m=C-SqFO8Vz5eMHyBONOUkTTrJu2fTQK5UN4ihQICH63Y&s=ao1Wl8GqpAuvlooXVY5TANRCtl2h1dW3yEBg5b8ABZI&e=)

[Begin enrolling in HIP direct deposit: [https://urldefense.proofpoint.com/v2/url?u=http-3A\\_go.hawaii.edu\\_f5l&d=DwID-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpgnVfiiMM&r=aZT6iooxTzon1mjwUcJh1A&m=C-SqFO8Vz5eMHyBONOUkTTrJu2fTQK5UN4ihQICH63Y&s=yPcPSFhoDuE-VuC8k97UKvlhuhm1eq1FrIW0UaW5kXM&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A_go.hawaii.edu_f5l&d=DwID-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=aZT6iooxTzon1mjwUcJh1A&m=C-SqFO8Vz5eMHyBONOUkTTrJu2fTQK5UN4ihQICH63Y&s=yPcPSFhoDuE-VuC8k97UKvlhuhm1eq1FrIW0UaW5kXM&e=)]

Direct deposit enrollment assistance will be provided at UH Manoa ITC, Room 108 on the following dates:

December 3, 10:30 a.m.-12:30 p.m.  
December 4, 10:30 a.m.-12:30 p.m.  
December 5, 10:30 a.m.-12:30 p.m.  
December 13, 10:30 a.m.-12:30 p.m.  
December 14, 10:30 a.m.-12:30 p.m.

If you receive an error message, please contact the HIP Service Center at (808) 201-SERV (7378). The HIP service center is staffed Monday through Friday, 7:45 a.m. to 4:30 p.m. excluding state holidays.

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This message was sent on behalf of University of Hawaii