

**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