



STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF FISCAL SERVICES

May 6, 2020

TO: Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Principals (All)
Internal Audit Office
Complex Area Business Managers
Personnel Regional Officers
Executive Office of Early Learning
State Public Charter School Commission

FROM: Brian Hallett *BH*
Interim Assistant Superintendent and Chief Financial Officer

SUBJECT: **Pay Statement Format Update**

Effective with the June 5, 2020 pay date, the format of the State of Hawaii's Hawaii Information Portal (HIP) pay statements will be updated to support the new Time and Leave features. There will be a section (see 13 below) added to the bottom of the HIP pay statement that will provide information on leave balances. However, for DOE employees the information in the section will not update until DOE cuts over to the new system, expected in early 2021. Section 12 remains the same, just formatted smaller.

<New Feature>

YEAR-TO-DATE	VACATION LEAVE	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	0.0	0.0
- Taken	13	0.0
+ Adjustments	260.0	328.0
End Balance	260.0	328.0

<Existing Feature>

NET PAY DISTRIBUTION			
Payment Type	Account Type	Account Number	Amount
Advice #00000001234567	12 Checking	XXXXXX1234	2,440.98
TOTAL:			2,440.98

More information regarding Time and Leave for DOE employees will follow later this year.

If you have any questions, please email craig.matsuda@k12.hi.us.

BH:cm

c: Superintendent
Chief of Staff to the Superintendent
School Administrative Services Assistants
Personnel Management Branch
Information Technology Manager
Accounting Services Branch, Operations Section