

**Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services**



Update on HawaiiPay Project Status for Converting State of Hawaii Payroll System

**Board of Education
Financial
Infrastructure
Committee**

March 13, 2018



Agenda

- Project Goals
- Project Status & Timeline
- Testing, Training & Business Process Activities
- Employee Preparation Activities
- Enterprise Service Center
- Union Outreach
- Phase II Modernization

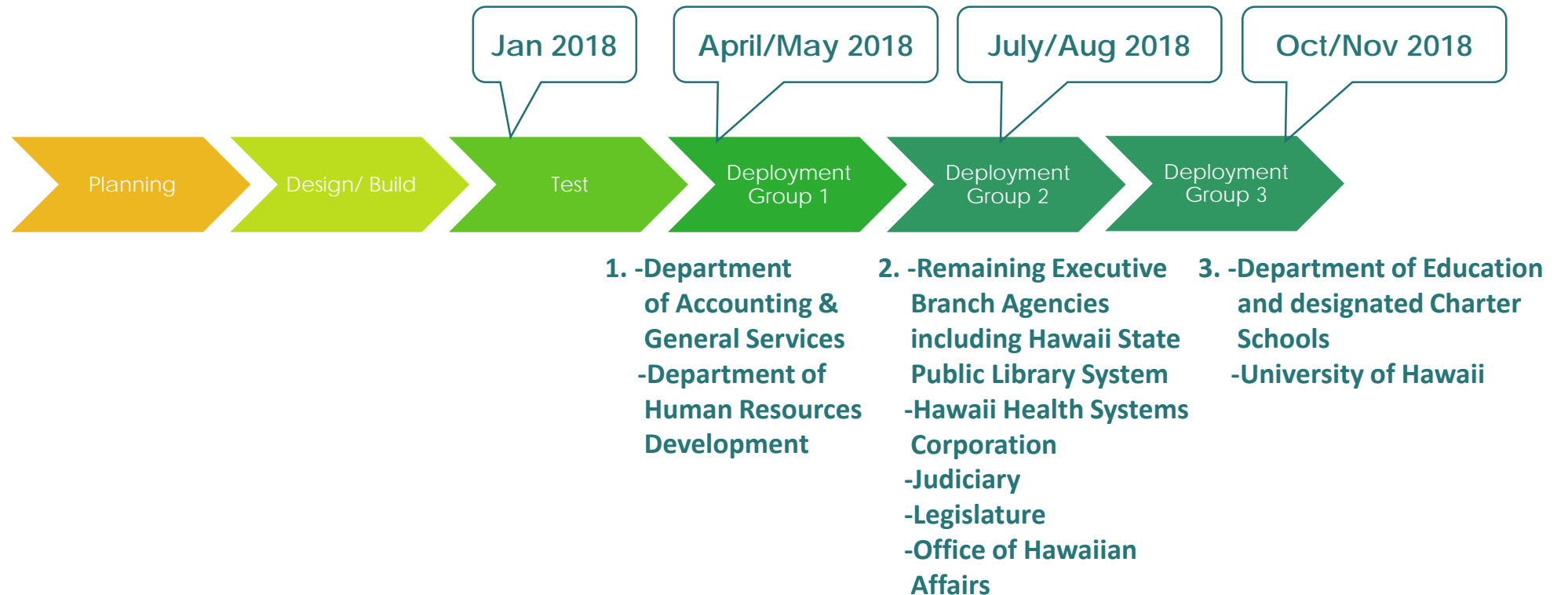


HawaiiPay Project Goals

- The Enterprise Payroll and Time & Attendance Modernization (HawaiiPay) project is led by the Department of Accounting and General Services (DAGS) Accounting Division in partnership with the Office of Enterprise Technology Services.
- The HawaiiPay project launched in November 2016 to modernize payroll and time & attendance systems to provide greater functionality and efficiencies in serving more than 75,000 full- and part-time employees statewide.
- The project represents a significant opportunity to further transform the culture of government to embrace and accelerate the adoption of more efficient, less paper-dependent ways of doing business.
- System will be called the **Hawaii Information Portal (HIP)**.



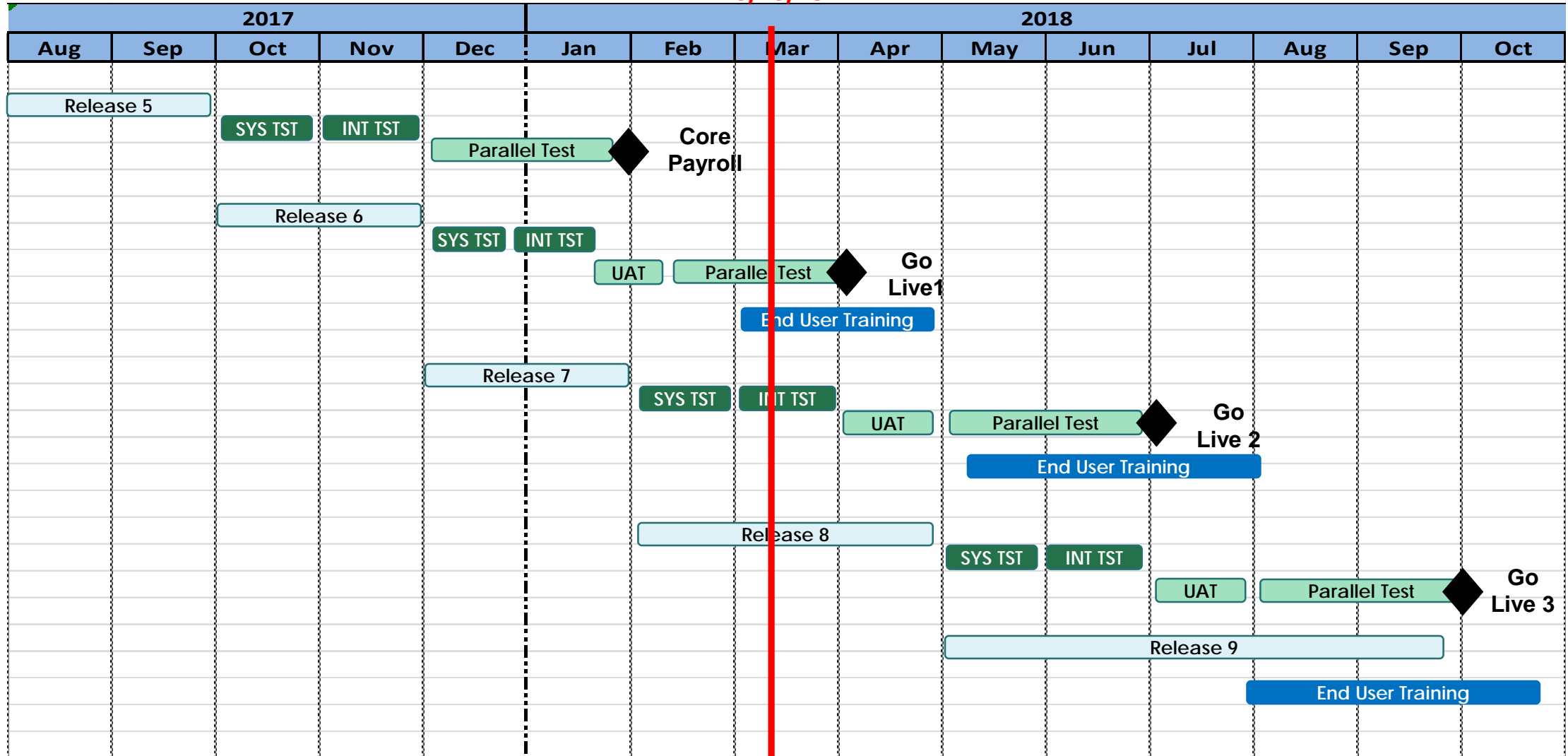
Phase I: Payroll System Modernization Projected Deployment Dates & Groups





Projected Timeline

3/13/18





User Acceptance Testing (UAT)

- What: Testing in the "real world" by end users or a business representative
 - Example: Did system display data correctly?
 - Example: Can data be entered into the online payroll page?
- Will be based on business processes
 - “Instances” of the Test Script must be followed in order
 - Example: First HR hires an employee, then Department Payroll updates online payroll data



Parallel Testing / Dual Processing

- What: Testing transactions that are entered into both the current legacy payroll system and new HIP payroll system.
 - The percentage of transactions will be determined by each jurisdiction where the project is recommending 25 to 50 percent of all transactions.
- When: Will occur for two designated pay periods prior to the scheduled go-live date in the new HIP payroll system.
- Preparation: Instruct human resources and payroll processors to maintain copies of ePARs (employee personnel action reports) for at least six pay periods prior to scheduled go-live date.



Targeted Training Activities per User Group

Executive Branch HR Personnel training to review upcoming changes to data entry processes, additional functionality and navigation updates

Non-Executive Branch HR Personnel Training

System Introduction, Business Process Orientation, Payroll Deadlines and Crosswalk Information

Department Payroll, Approver and Reporting User Training

Central Payroll User Training

Central Payroll Garnishment Processing

Central and Department Payroll Refresher Sessions

Live Drop-In Support Labs

Hawaii Information Portal Enterprise Service Center for Live Operational Support



Business Process Slated for Group 1 Deployment

Business Processes in B04.1

On cycle Payroll	Off Cycle Payroll
Maintain Employee Garnishments	Maintain Employee Direct Deposits
Stop Payment for Employee Check	Check Reversal
Create and Distribute W2s	W4/HW4 IRS/State Lock
W2c Requests	Hire Employee
Leave of Absence	Return from Leave of Absence
Employee ID Correction	Terminate Employee
Transfer Employee Intra Department	Transfer Employee Between Departments
Configure and Maintain Set Up Tables	PeopleSoft Application Security
ESS Application Security	Post Payroll Liability Disbursement
Tax Withholdings – State and Federal	Maintain Employee Emergency Contact
Employee Access W2s	Employee Access Pay Statements
Department Reorganizations in PeopleSoft	Maintain Employee Address
Employee Data Change Entry	



Employee ACH Direct Deposit Checklist

- Contact financial institution(s) to obtain routing number and account information
- Access and review Employee Self-Service (ESS) training information
- Upon receipt of User ID and initial password letter, keep information secure
- Attend a “Direct Deposit Enrollment Drive” if there is no access to a State computer
- Governor approved work time of two hours to complete enrollment (including travel time) for an employee who does not have regular access to a State computer
- Employees who are not able to enter their Direct Deposit information into the Hawaii Information Portal will be paid with a paper paycheck
- Paper pay statements will continue to be printed through calendar year 2018; transition to online statements begins calendar year 2019



Employee Self-Service Preparation

- What is Employee Self-Service? Employee self-service gives employees direct control over their payroll information.
- Preparing employees to understand the Hawaii Information Portal – Employee Self-Service – Direct Deposit:
 - Direct Deposit Quick Reference Guide
 - Online Tutorial Training
 - State of Hawaii – ESS Video
 - Frequently Asked Questions
 - Enrollment Drives on Oahu and Neighbor Islands



Employee Self-Service Features

Employee Self-Service Features	Function	State-Networked Computer	Personal Computer/Mobile Device
Direct Deposit	Input and Update	Yes	No
Federal/State Tax Forms	Input and Update	Yes	No
Payroll Address	Input and Update	Yes	No
Emergency Contact	Input and Update	Yes	No
W-2	View and Print	Yes	No
Pay Statement	View and Print	Yes	Yes

Note: Availability of the above-referenced features will vary depending on the specific feature and rollout schedule(s).



Hawaii Information Portal Service Center

The HIP Service Center is the main point of contact for users of the system for PeopleSoft HR and Payroll expertise. Same day responses are anticipated, although resolutions may take longer depending on complexity.



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Union Outreach

- Consultation opened November 2017
- On-going discussion with all unions
- Preparing union members for employee activities in respective deployment group cycles
- Employee communications planned specifically for each group



Phase II: Time & Attendance System Modernization Projected Timeline

