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March 20, 2017

**TO:** The Honorable Grant Chun  
Chairperson, Finance and Infrastructure Committee

**FROM:** Leila Kagawa   
Program Manager, HawaiiPay Project

**SUBJECT:** Brief and Update on the HawaiiPay Project

1. DESCRIPTION

The Department of Accounting and General Services in coordination with the Office of Enterprise Technology Services provides an update outlining our progress on the HawaiiPay project.

2. UPDATE OR PRESENTATION

The HawaiiPay Project Team provides a brief on the project and its current status.

c: Roderick K. Becker, State Comptroller  
Todd Nacapuy, State Chief Information Officer  
Wayne Horie, State Accounting Division Chief



**Executive Sponsor**

Roderick K. Becker  
Comptroller, DAGS

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Notice to Proceed  
10/16

Design & Build  
3/17-6/17

Deployment  
10/17-2/18

# Enterprise Payroll Modernization

Fit/Gap Analysis  
1/17-2/17

Test  
7/17-9/17

Support  
3/18-5/18

The Department of Accounting and General Services (DAGS), in collaboration with the Office of Enterprise Technology Services (ETS), has selected CherryRoad Technologies Inc. to modernize payroll and time and attendance systems to provide greater functionality and efficiencies in serving more than 75,000 full- and part-time employees statewide. Modernization of the payroll process will be followed by time and attendance. The current DAGS central payroll system provides paychecks and deposits to employees across the Executive, Judicial and Legislative Branches (including the Department of Education and the University of Hawaii), as well as the Office of Hawaiian Affairs, and the Hawaii Health Systems Corporation.

## Return on Investment

Addresses the many risks associated with the current 40- year-old system— a fragile, inflexible, manual, and paper-intensive way of doing business.

## Value to Constituents

The new system will resolve problems with system stability and late or inaccurate payments.

## Benefit to Employees

Updated processes and technologies will assist State payroll personnel by adding modern functionality and efficiencies, expanding security and disaster recovery capabilities, and enhancing system performance, timeliness, and payment accuracy.

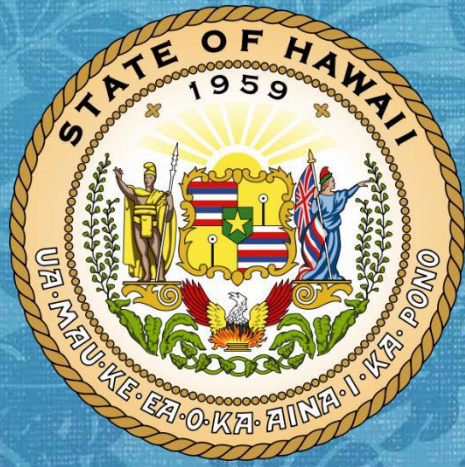
## Current Status of Project (as of 1/17)

- ✓ Issuance of RFP
- ✓ Vendor Selection
- ✓ Notice to Proceed
- ✓ Begin Payroll Phase
- ✓ Fit/Gap Analysis

- Design & Build
- Test
- Deployment
- Support
- Begin Time & Attendance Phase



**ETS**  
OFFICE OF ENTERPRISE  
TECHNOLOGY SERVICES



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



# Update on HawaiiPay Project Status for converting State of Hawaii Payroll system

March 21, 2017

# Agenda



- HawaiiPay Project Briefing
- Staffing for the Project
- Project Governance
- Organizational Change Management (OCM)
- HR/Payroll Data Integration

# Payroll Modernization



Out With the Old Way



In With the New Way



# Payroll Modernization



## Out With the Old Way

- 44 Years OLD
- Increasingly Fragile
- Inflexible
- Many Manual Processes
- Very Paper Intensive

## In With the New Way

- Web-based System
- Automatic Data Flows
- On Demand Reports - Less Paper
- Online Employee Data
- Online Change Schedules
- Increased Reliability
- Stronger Security

# Project Phases



OCTOBER 2016

JUNE 2018

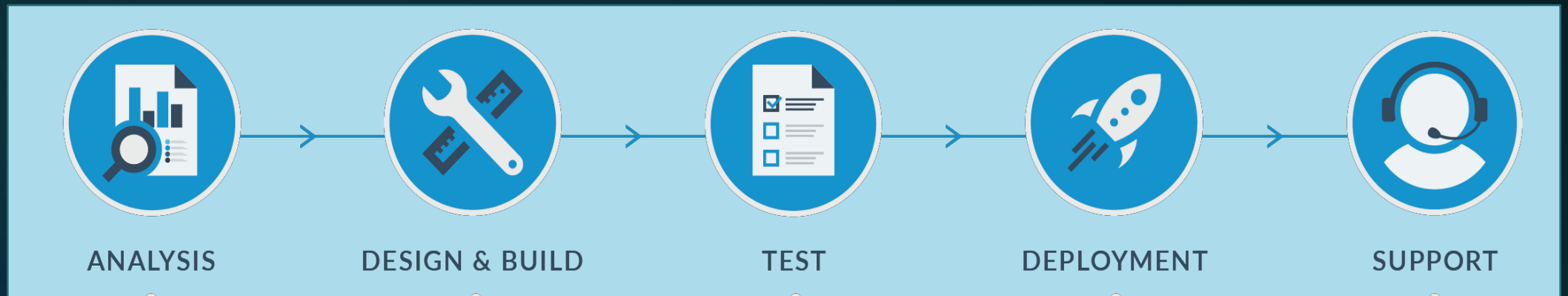


JUNE 2018

AUGUST 2020

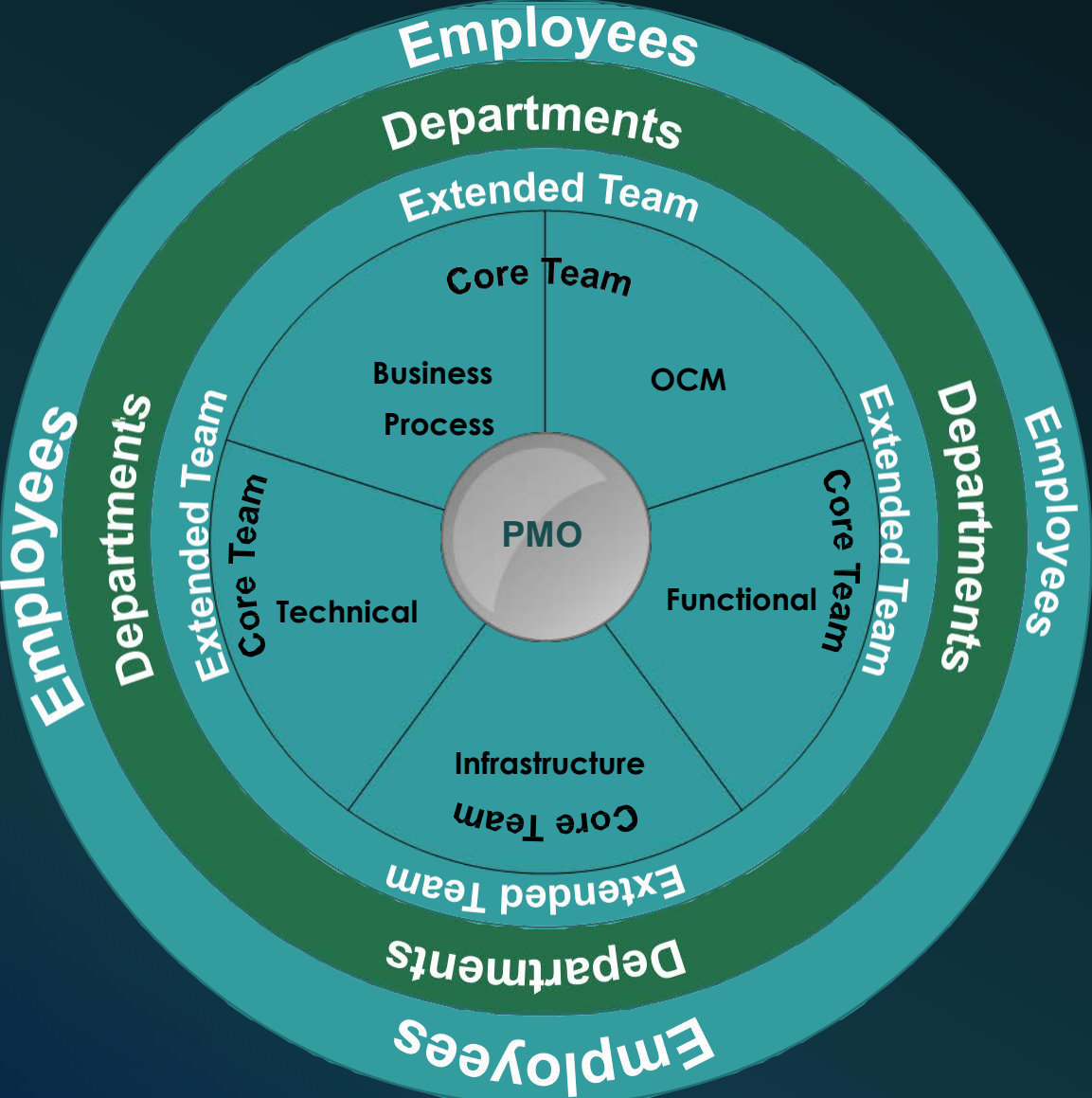


# Payroll Stages

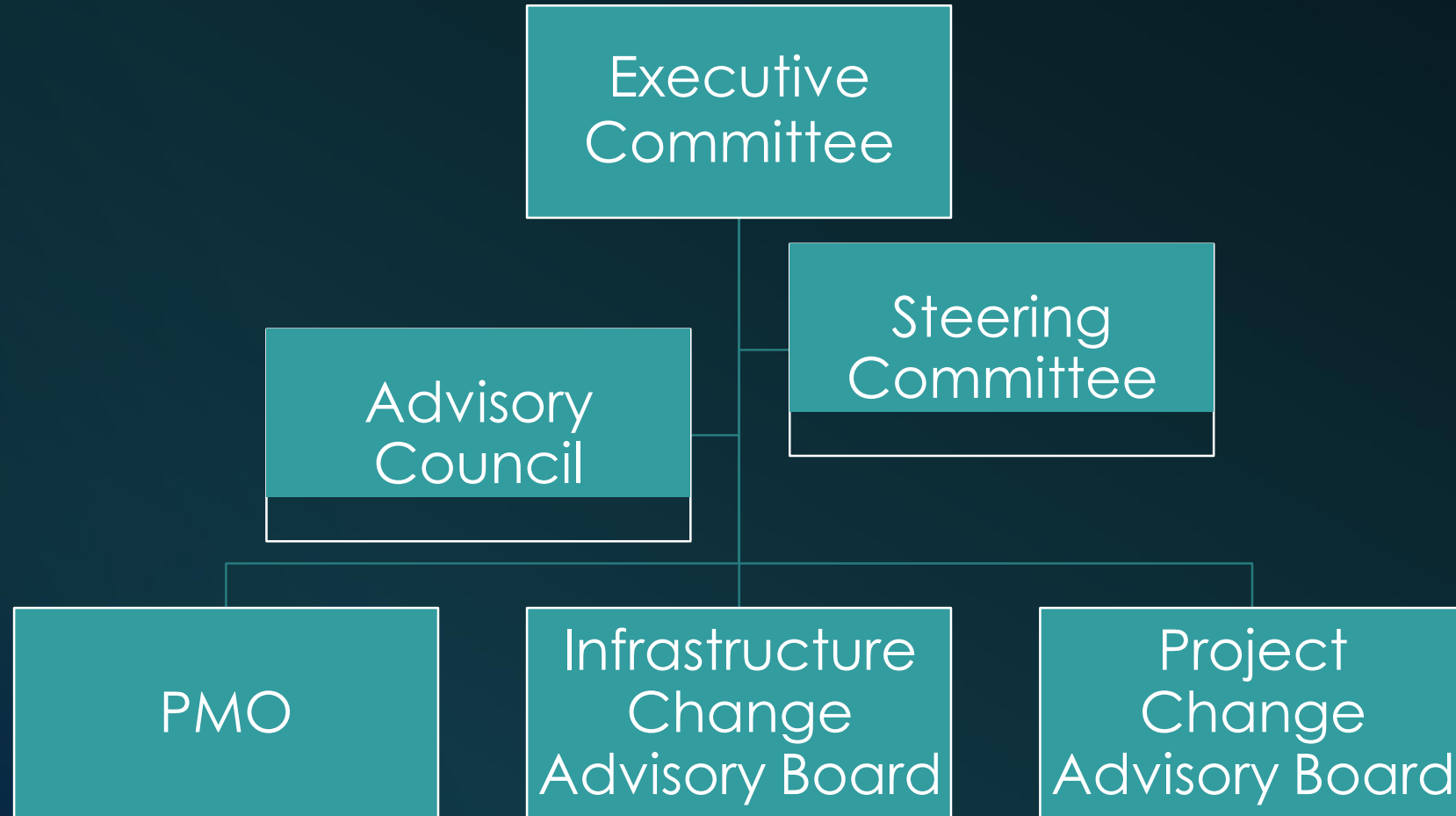




# Staffing Plan



# HawaiiPay Governance





# Organizational Change Management

Communication  
Plan

Business Process  
Redesign

Communications  
with Departments

Department  
Work Plan  
and  
Readiness  
Activities

Stakeholder  
Engagement  
Activities

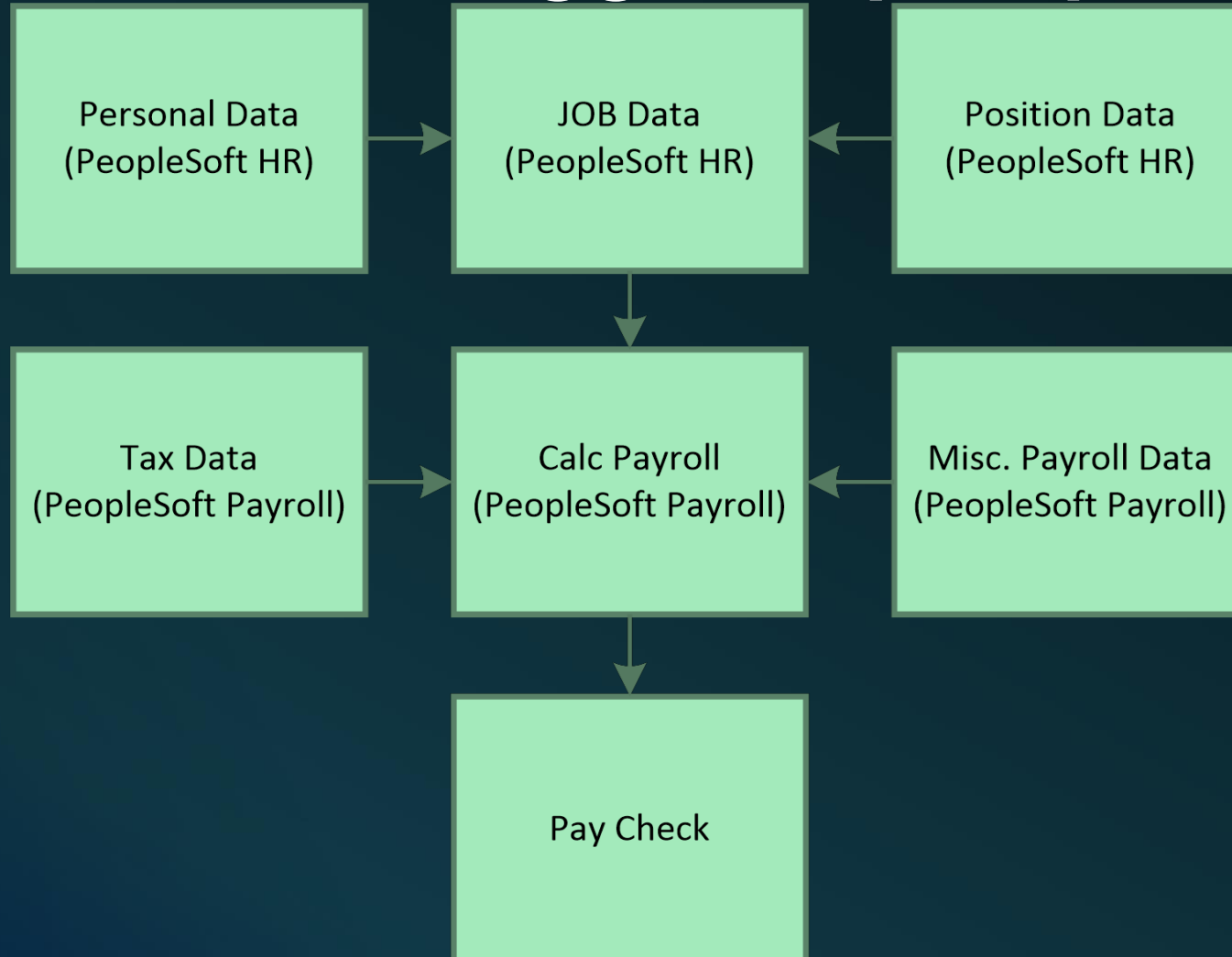
End User  
Training

Department  
Change  
Impact  
Analysis

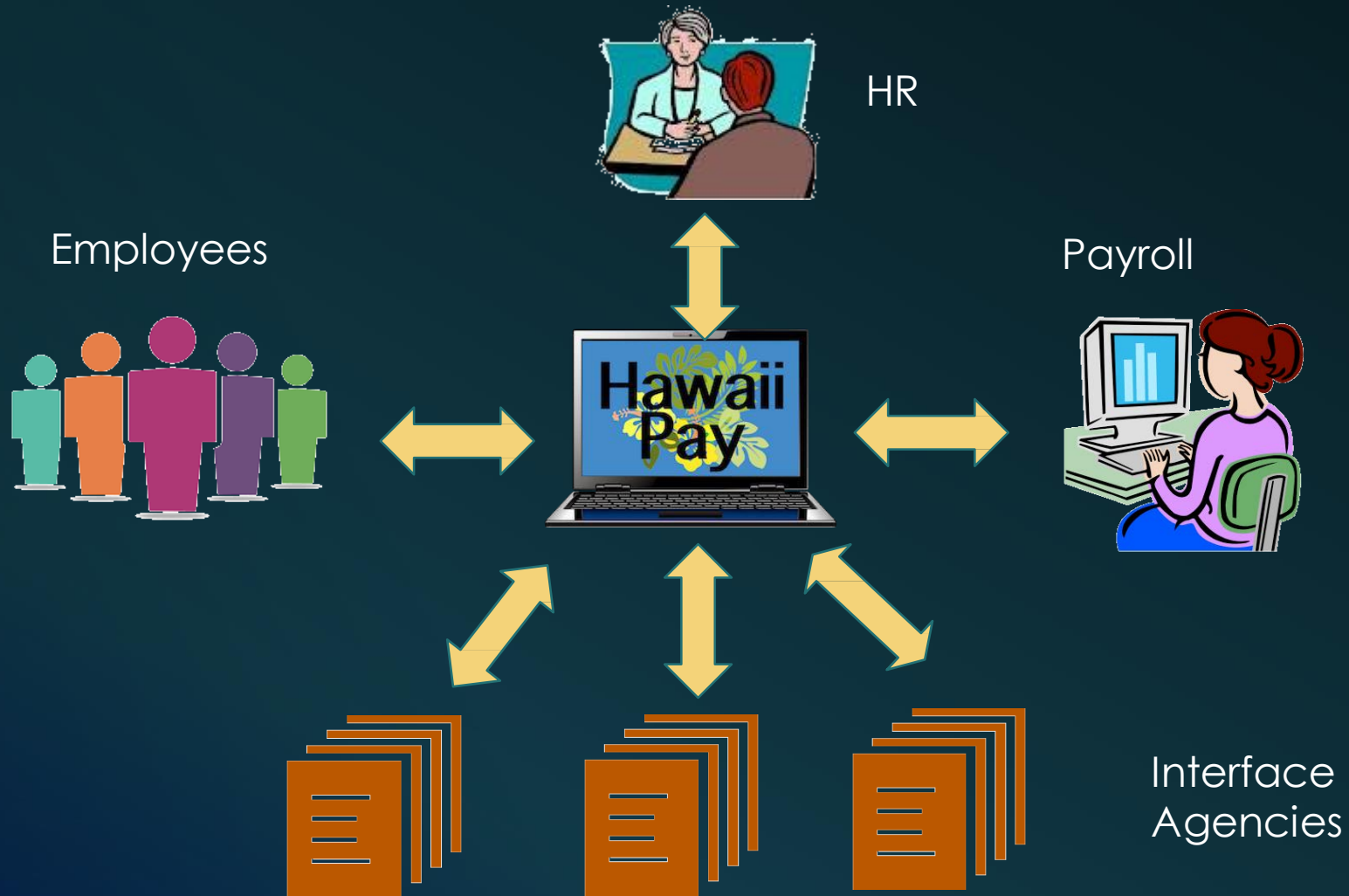
Knowledge  
Transfer to  
Support  
Teams

# HR to Payroll Data Flow

## HR Transactions trigger Payroll processes



# Effects of Changes Made at Various Entry Points





Questions?

Call 586-8800 or  
email [ets.erp@hawaii.gov](mailto:ets.erp@hawaii.gov)