MEMORANDUM

TO: Chancellors and Systemwide Administrators

ATTENTION: Fiscal/Administrative Officers

FROM: Howard Todo
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: ePayment

This is to inform you that the Disbursing Office has a new service available for employees called ePayment. ePayment is a simple web interface for employees to sign up for direct deposit of reimbursements. In an effort to cut costs, we are encouraging all employees who receive travel payments, mileage, or any other type of reimbursement to sign up.

BENEFITS:
- Faster reimbursement and eliminates a trip to the bank
- Reduces manual work in check printing, sorting, pick-up, and distribution
- Overall cost savings for the University with electronic processing instead of mailing checks to off-campus locations

HOW IT WORKS:
- Upon initial login, the employee sets up their secret questions/answers, similar to what other financial institutions utilize for added protection
- Employee inputs bank account and routing number (which is encrypted)
- Data is transmitted via secure FTP to Bank of Hawaii for pre-noting
- Once deemed valid, bank information is fed to the FMIS vendor file where it must reside for employees to receive a payment from UH
- All subsequent payments will be made electronically to the employee's bank account, and the employee will receive email or text notifications of deposits

Go to http://www.hawaii.edu/epayment for more information and to sign up. If there are any questions or concerns, please email to uh-epayment@hawaii.edu.