

RCUH 2010 Human Resources Personnel Action & Payroll Calendar

<i>January</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 New Year's Day	2
3	4	5	6	7 Pay Day	8 Web Time Preview 1	9
10	11 PAF Deadline Web Time Preview 1	12 HR AMP Deadline Web Time Preview 2	13 Web Time Preview 2	14 Web Time Input	15 Web Time Input	16
17	18 Dr. Martin Luther King Jr. Day	19 Payroll Deadline 12:00	20	21 Web Time Preview 1	22 Pay Day	23
24	25 PAF Deadline Web Time Preview 1	26 HR AMP Deadline Web Time Preview 2	27 Web Time Preview 2	28 Web Time Input	29 Web Time Input	30
31						

<i>February</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 Payroll Deadline 12:00	2	3	4	5 Pay Day	6
7	8 PAF Deadline Web Time Preview 1	9 HR AMP Deadline Web Time Preview 2	10 Web Time Preview 2	11 Web Time Input	12 Web Time Input	13
14	15 Presidents' Day	16 Payroll Deadline 12:00	17	18	19	20
21	22 Pay Day	23 PAF Deadline Web Time Preview 1	24	25	26	27
28						

<i>March</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 Payroll Deadline 12:00	2	3	4	5 Pay Day	6
7	8 Web Time Preview 1	9 PAF Deadline Web Time Preview 1	10 HR AMP Deadline Web Time Preview 2	11 Web Time Preview 1	12 Web Time Input	13
14	15 Web Time Input	16 Payroll Deadline 12:00	17	18	19	20
21	22 Pay Day	23	24 PAF Deadline Web Time Preview 1	25 HR AMP Deadline Web Time Preview 2	26 Prince Kuhio Day	27
28	29 Web Time Preview 2	30 Web Time Input	31 Web Time Input			

<i>April</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 Payroll Deadline 12:00	2 Good Friday	3
4	5	6	7 Pay Day	8 Web Time Preview 1	9 PAF Deadline Web Time Preview 1	10
11	12 HR AMP Deadline Web Time Preview 2	13 Web Time Preview 2	14 Web Time Input	15 Web Time Input	16 Payroll Deadline 12:00	17
18	19	20	21	22 Pay Day	23	24
25	26 PAF Deadline Web Time Preview 1	27 HR AMP Deadline Web Time Preview 2	28 Web Time Preview 2	29 Web Time Input	30 Web Time Input	

<i>May</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3 Payroll Deadline 12:00	4	5	6 Web Time Preview 1	7 Pay Day	8
9	10 PAF Deadline Web Time Preview 1	11 HR AMP Deadline Web Time Preview 2	12 Web Time Preview 2	13 Web Time Input	14 Web Time Input	15
16	17 Payroll Deadline 12:00	18	19	20 Web Time Preview 1	21 Pay Day	22
23	24 PAF Deadline Web Time Preview 1	25 HR AMP Deadline Web Time Preview 2	26 Web Time Preview 2	27 Web Time Input	28 Web Time Input	29
30	31 Memorial Day					

<i>June</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1 Payroll Deadline 12:00	2	3	4	5
6	7 Pay Day	8 PAF Deadline Web Time Preview 1	9 HR AMP Deadline Web Time Preview 2	10 Web Time Preview 2	11 King Kamehameha Day	12
13	14 Web Time Input	15 Web Time Input	16 Payroll Deadline 12:00	17	18	19
20	21	22 Pay Day	23	24 PAF Deadline Web Time Preview 1	25 HR AMP Deadline Web Time Preview 2	26
27	28 Web Time Preview 2	29 Web Time Input	30 Web Time Input			

RCUH 2010 Human Resources Personnel Action & Payroll Schedule

<i>July</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 Payroll Deadline 12:00	2	3
4	5 Independ- ence Day	6	7 Pay Day	8	9 PAF Deadline	10
11	12 HR AMP Deadline	13	14	15	16 Payroll Deadline 12:00	17
18	19	20	21	22 Pay Day	23	24
25	26 PAF Deadline	27 HR AMP Deadline	28	29	30	31

<i>August</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 Payroll Deadline 12:00	3	4	5	6 Pay Day	7
8	9 PAF Deadline	10 HR AMP Deadline	11	12 Web Time Preview 1	13 Web Time Preview 1	14
15	16 Payroll Deadline 12:00	17	18	19 Pay Day	20 Statehood Day	21
22	23	24	25 PAF Deadline	26 HR AMP Deadline	27	28
29	30	31				

<i>September</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 Payroll Deadline 12:00	2	3	4
5	6 Labor Day	7 Pay Day	8	9 PAF Deadline	10 HR AMP Deadline	11
12	13	14	15	16 Payroll Deadline 12:00	17	18
19	20	21	22 Pay Day	23	24 PAF Deadline	25
26	27 HR AMP Deadline	28	29	30		

<i>October</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 Payroll Deadline 12:00	2
3	4	5	6	7 Pay Day	8	9
10	11 PAF Deadline	12 HR AMP Deadline	13	14	15	16
17	18 Payroll Deadline 12:00	19	20	21	22 Pay Day	23
24	25 PAF Deadline	26 HR AMP Deadline	27	28	29	30
31						

<i>November</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 Payroll Deadline 12:00	2 General Election Day	3	4	5 Pay Day	6
7	8 PAF Deadline	9 HR AMP Deadline	10	11 Veterans' Day	12	13
14	15	16 Payroll Deadline 12:00	17	18	19	20
21	22 Pay Day	23 PAF Deadline	24 HR AMP Deadline	25 Thankgiv- ing Day	26	27
28	29	30				

<i>December</i>						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 Payroll Deadline 12:00	2	3	4
5	6	7 Pay Day	8	9 PAF Deadline	10 HR AMP Deadline	11
12	13	14	15	16 Payroll Deadline 12:00	17	18
19	20	21	22 Pay Day PAF Deadline	23 HR AMP Deadline	24 Christmas Day	25
26	27	28	29	30 Payroll Deadline 12:00	31 New Year's Day	

**THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
2010 HUMAN RESOURCES PERSONNEL ACTION & PAYROLL SCHEDULE**

Pay Days are semi-monthly (twice a month) according to the schedule below. HR AMP Web Time postings with any required attachments are due in the RCUH Human Resources Department by 12:00 noon one working day after the Payroll Deadline. **FAILURE TO SUBMIT THE APPROVED TIME REPORTS BY THE DESIGNATED TIME MAY DELAY ISSUANCE OF PAYROLL BY ONE PAY PERIOD.**

Go to www.rcuh.com to access the Timesheets. Refer to instructions in the Using Our Site/On-line Time Sheets Section and 3.810 RCUH Time Reports Policy in HR Policies & Procedures Section for more information. Or call (808)956-7537, 956-7239.

1. **Pay Period:** Payroll Period
2. **Holiday Observed & Holiday:** See 3.344 RCUH Holidays & Holiday Pay for details
3. **PAF Deadline:** Deadline to submit Personnel Actions via HR AMP (or Personnel Action Forms for non-HR AMP transactions) for the respective Pay Period.
4. **HR AMP Web Time Preview:** Employee information (project number, FTE, termination date, current employee listing) may be viewed during this period via HR AMP Timesheets/Preview Verification panel. Projects should review employee data before the HR AMP Web Time Reporting Period to ensure payroll will be assigned accurately. Employee data is refreshed on the website twice per pay period on the first day of the HR AMP Web Time Preview #1 and HR AMP Web Time Preview #2.
5. **HR AMP Web Time Reporting Period:** Projects must complete Time Reporting during this period.
6. **Payroll Deadline:** Time Reporting must be completed by 12:00 noon on this day. If Time Reporting is not completed, the employees will not be paid.
7. **Pay Day:** Automatic payroll deposits should be available on this day.