

**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. **FAILURE TO SUBMIT THE APPROVED TIME REPORTS BY THE DESIGNATED DATE AND TIME MAY DELAY ISSUANCE OF PAY BY ONE PAY PERIOD.**

Pay Period	Holiday Observed	Holiday	PAF Deadline	HR AMP Deadline	ESS Black-Out Period	HR AMP Web Time Preview #1	HR AMP Web Time Preview #2	HR AMP Web Time Reporting Period	Payroll Deadline 12:00 noon	Pay Day
12/16/2009 - 12/31/2009	12/25/09	Christmas Day	12/23/2009	12/24/2009	12/28 - 1/5	12/21 - 12/23	12/24 - 12/28	12/29/09 - 12/31/09	12/31/2009*	01/07/10
01/01/2010 - 01/15/2010	1/1/10	New Year's Day	01/11/2010	01/12/2010	1/13 - 1/20	1/7 - 1/11	1/12 - 1/13	1/14/09 - 1/19/10	01/19/10	01/22/10
01/16/2010 - 01/31/2010	1/18/10	Dr. Martin Luther King Jr. Day	01/25/2010	01/26/2010	1/27 - 2/3	1/21 - 1/25	1/26 - 1/27	1/28/09 - 2/1/09	02/01/10	02/05/10
02/01/2010 - 02/15/2010	2/15/10	Presidents' Day	02/08/2010	02/09/2010	2/10 - 2/18	2/4 - 2/8	2/9 - 2/10	2/11/09 - 2/16/09	02/16/10	02/22/10
02/16/2010 - 02/28/2010			02/22/2010	02/23/2010	2/24 - 3/3	2/18 - 2/22	2/23 - 2/24	2/25/09 - 3/1/09	03/01/10	03/05/10
03/01/2010 - 03/15/2010			03/09/2010	03/10/2010	3/11 - 3/18	3/5 - 3/9	3/10 - 3/11	3/12/09 - 3/16/10	03/16/10	03/22/10
03/16/2010 - 03/31/2010	3/26/10	Prince Kuhio Day	03/24/2010	03/25/2010	3/29 - 4/5	3/22 - 3/24	3/25 - 3/29	3/30/10 - 4/1/09	04/01/10	04/07/10
04/01/2010 - 04/15/2010	4/2/10	Good Friday	04/09/2010	04/12/2010	4/13 - 4/20	4/7 - 4/9	4/12 - 4/13	4/14/09 - 4/16/10	04/16/10	04/22/10
04/16/2010 - 04/30/2010			04/26/2010	04/27/2010	4/28 - 5/5	4/22 - 4/26	4/27 - 4/28	4/29/09 - 5/3/09	05/03/10	05/07/10
05/01/2010 - 05/15/2010			05/10/2010	05/11/2010	5/12 - 5/19	5/6 - 5/10	5/11 - 5/12	5/13/09 - 5/17/09	05/17/10	05/21/10
05/16/2010 - 05/31/2010	5/31/10	Memorial Day	05/24/2010	05/25/2010	5/26 - 6/3	5/20 - 5/24	5/25 - 5/26	5/27/09 - 6/1/09	06/01/10	06/07/10
06/01/2010 - 06/15/2010	6/11/10	King Kamehameha I Day	06/08/2010	06/09/2010	6/10 - 6/18	6/4 - 6/8	6/9 - 6/10	6/14/09 - 6/16/10	06/16/10	06/22/10
06/16/2010 - 06/30/2010			06/24/2010	06/25/2010	6/28 - 7/2	6/22 - 6/24	6/25 - 6/28	6/29/09 - 7/1/09	07/01/10	07/07/10
07/01/2010 - 07/15/2010	7/05/10	Independence Day	07/09/2010	07/12/2010	7/13 - 7/20	7/7 - 7/9	7/12 - 7/13	7/14/09 - 7/16/10	07/16/10	07/22/10
07/16/2010 - 07/31/2010			07/26/2010	07/27/2010	7/28 - 8/4	7/22 - 7/26	7/27 - 7/28	7/29/10 - 8/2/09	08/02/10	08/06/10
08/01/2010 - 08/15/2010			08/09/2010	08/10/2010	8/11 - 8/17	8/5 - 8/9	8/10 - 8/11	8/12/09 - 8/16/09	08/16/10	08/19/10
08/16/2010 - 08/31/2010	8/20/10	Statehood Day	08/25/2010	08/26/2010	8/27 - 9/1	8/23 - 8/25	8/26 - 8/27	8/30/09 - 9/1/09	09/01/10	09/07/10
09/01/2010 - 09/15/2010	9/06/10	Labor Day	09/09/2010	09/10/2010	9/13 - 9/20	9/7 - 9/9	9/10 - 9/13	9/14/09 - 9/16/10	09/16/10	09/22/10
09/16/2010 - 09/30/2010			09/24/2010	09/27/2010	9/28 - 10/5	9/22 - 9/24	9/27 - 9/28	9/29/09 - 10/1/09	10/01/10	10/07/10
10/01/2010 - 10/15/2010			10/11/2010	10/12/2010	10/13 - 10/20	10/7 - 10/11	10/12 - 10/13	10/14/09 - 10/18/10	10/18/10	10/22/10
10/16/2010 - 10/31/2010			10/25/2010	10/26/2010	10/27 - 11/3	10/21 - 10/25	10/26 - 10/27	10/28/09 - 11/1/09	11/01/10	11/05/10
11/01/2010 - 11/15/2010	11/02/10 11/11/10	Election Day Veterans' Day	11/08/2010	11/09/2010	11/10 - 11/18	11/4 - 11/8	11/9 - 11/10	11/12/09 - 11/16/10	11/16/10	11/22/10
11/16/2010 - 11/30/2010	11/25/10	Thanksgiving Day	11/23/2010	11/24/2010	11/25 - 12/3	11/19 - 11/23	11/24 - 11/26	11/29/09-12/1/09	12/01/10	12/07/10
12/01/2010 - 12/15/2010			12/09/2010	12/10/2010	12/13 - 12/20	12/7 - 12/9	12/10 - 12/13	12/14/09 - 12/16/10	12/16/10	12/22/10
12/16/2010 - 12/31/2010	12/24/10 12/31/10	Christmas Day New Year's Day	12/22/2010	12/23/2010	12/27 -1/5	12/20 - 12/22	12/23 - 12/27	12/28/09 - 12/30/10	12/30/2010*	01/07/11

\*Early Payroll Deadline

Go to [www.rcuh.com](http://www.rcuh.com) to access the Employee Time/Leave Certification Form (see Current News). Please refer to 3.810 RCUH Time Reports Policy in HR Policies & Procedures for more information. Or please call (808) 956-7624 or 956-7239 for assistance.

- Pay Period:** Payroll Period.
- Holiday Observed & Holiday:** See 3.344 RCUH Holidays & Holiday Pay for details.
- PAF Deadline\*:** Deadline to submit "paper" Personnel Action Forms for employee changes (e.g., retroactive FTE changes, payroll distribution code changes, etc.). Also includes, benefit changes and tax withholding forms, and supporting documentation for name/marital status changes.  
**HR AMP Deadline\*:** Deadline to complete HR AMP Change actions (e.g., current project and FTE changes) via the web. Actions requiring Fiscal Officer approvals must have complete approvals by HR AMP deadline.
- ESS Black-Out Period:** Approximate period when the RCUH Employee Self-Service (ESS) system will not be available to UPDATE personal records due to Payroll processing. Employees will only be allowed to VIEW their personal information during this period.
- HR AMP Web Time Preview:** Employee information (e.g., project number, FTE, dates of pay, 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.
- HR AMP Web Time Reporting Period:** Projects must complete Time Reporting during this period.
- 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.
- Pay Day:** Automatic payroll deposits should be available on this day.

\*Hire & termination actions must be submitted at least 1-week prior to the hire or termination date. This includes completion of the HR AMP approvals & all required forms.