

RCUH 2013 Human Resources Personnel Action & Payroll Calendar

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

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

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

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

| May | | | | | | |
|-----|-----------------------|--------------------------|-----------------------------------|------------------------------------|--------------------------|-----|
| 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 |
| | | Web Time Preview 1 | Web Time Preview 1 | Web Time Preview 1 | Web Time Preview 2 | |
| 12 | 13 | 14 | 15 | 16 Payroll Deadline 12:00 | 17 | 18 |
| | Web Time Preview 2 | Web Time Input | Web Time Input | | | |
| 19 | 20 | 21 | 22 Pay Day | 23 | 24 PAF Deadline | 25 |
| | | | Web Time Preview 1 | Web Time Preview 1 | Web Time Preview 1 | |
| 26 | 27 Memorial Day | 28 HR AMP Deadline | 29 | 30 | 31 | |
| | Web Time Preview 2 | Web Time Preview 2 | Web Time Input | Web Time Input | | |

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

RCUH 2013 Human Resources Personnel Action & Payroll Calendar

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

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

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

| <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 PAF Deadline | 10 HR AMP Deadline | 11 | 12 |
| 13 | 14 Web Time Input | 15 Web Time Input | 16 Payroll Deadline 12:00 | 17 | 18 | 19 |
| 20 | 21 | 22 Pay Day | 23 Web Time Preview 1 | 24 Web Time Preview 1 | 25 PAF Deadline | 26 |
| 27 | 28 HR AMP Deadline | 29 Web Time Preview 2 | 30 Web Time Input | 31 Web Time Input | | |
| | Web Time Preview 2 | Web Time Preview 2 | Web Time Input | Web Time Input | | |

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

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

**THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
2013 HUMAN RESOURCES PERSONNEL ACTION & PAYROLL CALENDAR**

Pay Days are semi-monthly (twice a month) as noted on the Human Resources Personnel Action & Payroll Calendar. The Human Resources Administrative Management Portal (HR AMP) web timesheet submission, as well as other required documents, are due to the RCUH Payroll Department by 12:00 noon on Payroll Deadline day (one working day after the end of the pay period.) **FAILURE TO SUBMIT THE APPROVED TIME REPORTS BY THE DESIGNATED DEADLINES WILL DELAY ISSUANCE OF PAY BY AT LEAST ONE PAY PERIOD.**

Go to www.rcuh.com and the Human Resources Administrative Management Portal to access the web timesheets. Please refer to instructions in Policy 3.810 RCUH Time Report Policy for more information. Or contact us at rcuh_payroll@rcuh.com.

1. **Pay Period:** (1) 1st to the 15th of the month (2) 16th to the end of the month
2. **Holidays:** See Policy 3.344 RCUH Holidays, Holiday Pay, & Administrative Leave With Pay for details
3. **HR AMP Deadline:** Deadline to submit Human Resources transactions online on the Human Resources Administrative Management Portal (HR AMP) for the pay period.
4. **PAF Deadline:** Deadline to submit paper Personnel Action Forms for non-HR AMP Human Resources transactions for the pay period
5. **HR AMP Web Time Preview:** Current employee information (project number allocation, FTE, dates of pay in the pay period, leave accrual balances) may be viewed during the Web Time Preview dates on HR AMP (Timesheets > Preview Timesheets). Projects should review the employee data before the HR AMP Web Time Input period to ensure employees will be paid and allocated correctly. Employee data is refreshed on the website twice per pay period: (1) first day of Web Time Preview #1 and (2) first day of Web Time Preview #2.
6. **HR AMP Web Time Input:** Projects must complete Time Reporting on the HR AMP web (online) timesheets during this period.
7. **Payroll Deadline:** Time Reporting must be completed by 12:00 noon on this day. If the HR AMP web (online) timesheets are not submitted by the deadline, employees will not be paid on the respective payday.
8. **Pay Day:** Automatic payroll direct deposits should be available on this day. In addition, an email notice will be sent alerting all active employees that their pay advice for the pay period is available for viewing on the Employee Self Service system.