

# The Research Corporation of the University of Hawaii 2015 Human Resources Personnel Action & Payroll Calendar

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

| February  |                                     |                       |                      |                      |                                       |                      |
|-----------|-------------------------------------|-----------------------|----------------------|----------------------|---------------------------------------|----------------------|
| Sun       | Mon                                 | Tues                  | Wed                  | Thurs                | Fri                                   | Sat                  |
| 1         | 2<br>Payroll Deadline<br>12:00 Noon | 3                     | 4                    | 5                    | 6<br>Pay Day; PAF Deadline            | 7                    |
| Blackout  |                                     |                       | Preview 1            |                      | Preview 1                             |                      |
| 8         | 9<br>HR AMP Deadline                | 10                    | 11<br>Web Time Input | 12<br>Web Time Input | 13<br>Payroll Deadline*<br>12:00 Noon | 14                   |
| Preview I |                                     | Preview II            |                      | Blackout             |                                       |                      |
| 15        | 16<br>President's Day               | 17                    | 18                   | 19                   | 20<br>Pay Day                         | 21                   |
| Blackout  |                                     |                       |                      | Preview I            |                                       |                      |
| 22        | 23<br>PAF Deadline                  | 24<br>HR AMP Deadline | 25                   | 26                   | 27<br>Web Time Input                  | 28<br>Web Time Input |
| Preview I |                                     | Preview II            |                      | Blackout             |                                       |                      |

\*Early Payroll Deadline on 2/13/15

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

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

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

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

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

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

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

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

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

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