



THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII 2020 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. PLEASE NOTE PAYROLL DEADLINES WHICH HAVE BEEN MOVED UP ONE DAY DUE TO HOLIDAYS (in red).**

Pay Period	Holiday Observed	Holiday	PAF Deadline	ePAF Deadline	ESS Black-Out Period	HR Portal Time Preview #1	HR Portal Time Preview #2	HR Portal Time Reporting Period	Payroll Deadline 12:00 noon	Pay Day
12/16/2019 - 12/31/2019	12/25/2019	Christmas	12/23/19	12/24/19	12/26 - 1/03	12/19 - 12/23	12/24 - 12/26	12/27/19 - 12/31/19	12/31/19	01/07/20
01/01/2020 - 01/15/2020	1/01/2020	New Year's Day	01/08/20	01/09/20	1/10 - 1/17	1/06 - 1/08	1/09 - 1/12	1/13/20 - 1/15/20	01/15/20	01/22/20
01/16/2020 - 01/31/2020	1/20/2020	Dr. Martin Luther King, Jr. Day	01/27/20	01/28/20	1/29 - 2/05	1/23 - 1/27	1/28 - 1/29	1/30/20 - 2/03/20	02/03/20	02/07/20
02/01/2020 - 02/15/2020			02/07/20	02/10/20	2/11 - 2/19	2/05 - 2/09	2/10 - 2/11	2/12/20 - 2/14/20	02/14/20	02/21/20
02/16/2020 - 02/29/2020	2/17/2020	Presidents' Day	02/24/20	02/25/20	2/26 - 3/04	2/20 - 2/24	2/25 - 2/26	2/27/20 - 3/02/20	03/02/20	03/06/20
03/01/2020 - 03/15/2020			03/09/20	03/10/20	3/11 - 3/18	3/05 - 3/09	3/10 - 3/11	3/12/20 - 3/16/20	03/16/20	03/20/20
03/16/2020 - 03/31/2020	3/26/2020	Prince Kuhio Day	03/24/20	03/25/20	3/27 - 4/03	3/20 - 3/24	3/25 - 3/29	3/30/20 - 4/01/20	04/01/20	04/07/20
04/01/2020 - 04/15/2020	4/10/2020	Good Friday	04/08/20	04/09/20	4/13 - 4/20	4/06 - 4/08	4/09 - 4/13	4/14/20 - 4/16/20	04/16/20	04/22/20
04/16/2020 - 04/30/2020			04/24/20	04/27/20	4/28 - 5/05	4/22 - 4/26	4/27 - 4/28	4/29/20 - 5/01/20	05/01/20	05/07/20
05/01/2020 - 05/15/2020			05/11/20	05/12/20	5/13 - 5/20	5/07 - 5/11	5/12 - 5/13	5/14/20 - 5/18/20	05/18/20	05/22/20
05/16/2020 - 05/31/2020	5/25/2020	Memorial Day	05/22/20	05/26/20	5/27 - 6/03	5/20 - 5/25	5/26 - 5/27	5/28/20 - 6/01/20	06/01/20	06/05/20
06/01/2020 - 06/15/2020	6/11/2020	King Kamehameha Day	06/08/20	06/09/20	6/10 - 6/18	6/04 - 6/08	6/09 - 6/11	6/12/20 - 6/16/20	06/16/20	06/22/20
06/16/2020 - 06/30/2020			06/23/20	06/24/20	6/25 - 7/02	6/19 - 6/23	6/24 - 6/25	6/26/20 - 6/30/20	06/30/20	07/07/20
07/01/2020 - 07/15/2020	7/03/2020	Independence Day	07/09/20	07/10/20	7/13 - 7/20	7/07 - 7/09	7/10 - 7/13	7/14/20 - 7/16/20	07/16/20	07/22/20
07/16/2020 - 07/31/2020			07/27/20	07/28/20	7/29 - 8/5	7/23 - 7/27	7/28 - 7/29	7/30/20 - 8/03/20	08/03/20	08/07/20
08/01/2020 - 08/15/2020			08/07/20	08/10/20	8/11 - 8/18	8/05 - 8/09	8/10 - 8/11	8/12/20 - 8/14/20	08/14/20	08/20/20
08/16/2020 - 08/31/2020	8/21/2020	Statehood Day	08/24/20	08/25/20	8/26 - 9/02	8/19 - 8/24	8/25 - 8/26	8/27/20 - 8/31/20	08/31/20	09/04/20
09/01/2020 - 09/15/2020	9/07/2020	Labor Day	09/09/20	09/10/20	9/11 - 9/18	9/04 - 9/09	9/10 - 9/13	9/14/20 - 9/16/20	09/16/20	09/22/20
09/16/2020 - 09/30/2020			09/24/20	09/25/20	9/28 - 10/05	9/22 - 9/24	9/25 - 9/28	9/29/20 - 10/01/20	10/01/20	10/07/20
10/01/2020 - 10/15/2020			10/09/20	10/12/20	10/13 - 10/20	10/07 - 10/11	10/12 - 10/13	10/14/20 - 10/16/20	10/16/20	10/22/20
10/16/2020 - 10/31/2020			10/23/20	10/26/20	10/27 - 11/4	10/21 - 10/25	10/26 - 10/27	10/28/20 - 10/30/20	10/30/20	11/06/20
11/01/2020 - 11/15/2020	11/03/2020 11/11/2020	General Election Day Veterans' Day	11/06/20	11/09/20	11/10 - 11/18	11/04-11/08	11/09 - 11/11	11/12/20 - 11/16/20	11/16/20	11/20/20
11/16/2020 - 11/30/2020	11/26/2020	Thanksgiving	11/23/20	11/24/20	11/25 - 12/03	11/19 - 11/23	11/24 - 11/26	11/27/20 - 12/01/20	12/01/20	12/07/20
12/01/2020 - 12/15/2020			12/09/20	12/10/20	12/11 - 12/18	12/07 - 12/09	12/10 - 12/13	12/14/20 - 12/16/20	12/16/20	12/22/20
12/16/2020 - 12/31/2020	12/25/2020	Christmas	12/23/20	12/24/20	12/28 - 1/05	12/21 - 12/23	12/24 - 12/28	12/29/20 - 12/31/20	12/31/20	01/07/21

Red boxes - Early Payroll Deadline

Go to www.rcuh.com to access the Employee Time/Leave Certification Form (see Human Resources Announcements). Please refer to 3.810 RCUH Payroll & Certification Policy in Human Resources Policies & Procedures for more information. Or please email rcuh_payroll@rcuh.com for assistance.

- 1 **Pay Period:** Payroll Period.
- 2 **Holiday Observed & Holiday:** See Policy 3.344 RCUH Holidays, Holiday Pay and Administrative Leave for details
- 3 **PAF Deadline:** Deadline to submit paper Personnel Action Forms for non-ePAF transactions. Also deadline for benefit changes, if applicable, direct deposit changes and to submit supporting documentation for name/marital status changes.
- 4 **ePAF Deadline:** Deadline to complete ePAF transactions (e.g., project changes, FTE changes, terminations) via the HR Portal. Actions requiring Fiscal Administrator approvals must have complete approvals by the ePAF deadline. Also deadline for RCUH Employee Self-Service (ESS) personal information changes (e.g. changes to addresses, tax withholding status).
- 5 **ESS Black-Out Period:** Approximate period when the RCUH 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.
- 6 **HR Portal Time Preview:** Current employee information (project number allocation, FTE, dates of pay in the pay period, leave accrual balances) may be viewed during the HR Portal Time Preview dates on the HR Portal (Pay Employees > Preview Timesheet). Projects should review the employee data before the HR Portal Time Reporting 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 HR Portal Time Preview #1 and (2) first day of HR Portal Time Preview #2.
- 7 **HR Portal Time Reporting Period:** Projects must complete Time Reporting on the HR Portal (online) timesheets during this period.
- 8 **Payroll Deadline:** Time Reporting must be completed by **12:00 noon** on this day. If the HR Portal (online) timesheets and required supporting document are not submitted by the deadline, employees will not be paid on the respective payday. **PLEASE NOTE PAYROLL DEADLINES WHICH HAVE BEEN MOVED UP ONE DAY DUE TO HOLIDAYS (Designated with red boxes.)**
- 9 **Pay Day:** Automatic payroll direct deposits should be available on this day. In addition, an automatic email notice will be sent alerting all active employees that their pay advice for the pay period is available for viewing on the RCUH Employee Self Service (ESS) system.