



**THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII  
2022 HUMAN RESOURCES PERSONNEL ACTION & PAYROLL SCHEDULE**

All personnel actions MUST be submitted by the ePAF deadline PRIOR to the effective date. All timesheets MUST be submitted by Payroll Deadline. **FAILURE TO APPROVE TIME SHEETS BY THE DESIGNATED DEADLINE MAY DELAY ISSUANCE OF PAY.** Pay Days are semi-monthly (twice a month) according to the schedule below

Pay Period	Holiday Observed	ePAF Deadline	ESS Black-Out Period	Payroll Deadline 12:00 noon	Pay Day
12/16/2021 - 12/31/2021	Christmas 12/24/2021 New Year's Day 12/31/2021	12/13/21	12/29 - 1/04	01/03/22	01/07/22
01/01/2022 - 01/15/2022		12/28/21	1/13 - 1/19	01/18/22	01/21/22
01/16/2022 - 01/31/2022	Dr. Martin Luther King, Jr. Day 1/17/2022	01/12/22	1/28 - 2/03	02/01/22	02/07/22
02/01/2022 - 02/15/2022		01/27/22	2/14 - 2/18	02/16/22	02/22/22
02/16/2022 - 02/28/2022	Presidents' Day 2/21/2022	02/11/22	2/25 - 3/03	03/01/22	03/07/22
03/01/2022 - 03/15/2022		02/24/22	3/14 - 3/18	03/16/22	03/22/22
03/16/2022 - 03/31/2022	Prince Kuhio Day 3/25/2022	03/11/22	3/30 - 4/05	04/01/22	04/07/22
04/01/2022 - 04/15/2022	Good Friday 4/15/2022	03/29/22	4/13 - 4/20	04/18/22	04/22/22
04/16/2022 - 04/30/2022		04/12/22	4/28 - 5/04	05/02/22	05/06/22
05/01/2022 - 05/15/2022		04/27/22	5/12 - 5/18	05/16/22	05/20/22
05/16/2022 - 05/31/2022	Memorial Day 5/30/2022	05/11/22	5/27 - 6/03	06/01/22	06/07/22
06/01/2022 - 06/15/2022	King Kamehameha Day 6/10/2022	05/26/22	6/14 - 6/20	06/16/22	06/22/22
06/16/2022 - 06/30/2022		06/13/22	6/29 - 7/05	07/01/22	07/07/22
07/01/2022 - 07/15/2022	Independence Day 7/4/2022	06/28/22	7/14 - 7/20	07/18/22	07/22/22
07/16/2022 - 07/31/2022		07/13/22	7/28 - 8/03	08/01/22	08/05/22
08/01/2022 - 08/15/2022		07/27/22	8/12 - 8/17	08/16/22	08/22/22
08/16/2022 - 08/31/2022	Statehood Day 8/19/2022	08/11/22	8/30 - 9/02	09/01/22	09/07/22
09/01/2022 - 09/15/2022	Labor Day 9/5/2022	08/29/22	9/14 - 9/20	09/16/22	09/22/22
09/16/2022 - 09/30/2022		09/13/22	9/29 - 10/05	10/03/22	10/07/22
10/01/2022 - 10/15/2022		09/28/22	10/13 - 10/19	10/17/22	10/21/22
10/16/2022 - 10/31/2022		10/12/22	10/28 - 11/3	11/01/22	11/07/22
11/01/2022 - 11/15/2022	General Election Day 11/8/2022 Veterans' Day 11/11/2022	10/27/22	11/14 - 11/18	11/16/22	11/22/22
11/16/2022 - 11/30/2022	Thanksgiving 11/24/2022	11/10/22	11/29 - 12/05	12/01/22	12/07/22
12/01/2022 - 12/15/2022		11/28/22	12/14 - 12/20	12/16/22	12/22/22
12/16/2022 - 12/31/2022	Christmas 12/26/2022	12/13/22	12/29 - 1/04	01/03/23	01/06/23

Go to [www.rcuh.com](http://www.rcuh.com) to access the RCUH Human Resources Portal and RCUH Employee Self Service (ESS) System.

For more information, please refer to 3.810 RCUH Payroll & Certification Policy in Human Resources Policies & Procedures, eTimesheet User Guide for Employee and Principal

- 1 Pay Period:** Payroll Period.
- 2 Holiday Observed & Holiday:** See Policy 3.344 RCUH Holidays, Holiday Pay and Administrative Leave for details
- 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).
- 4 ESS Black-Out Period:** Period when the RCUH ESS system is NOT available for updates to personal records due to payroll processing. Employees will only be allowed to VIEW their personal information during this period.
- 5 Payroll Deadline:** Timesheets and required supporting documents must be submitted and approved by **12:00 noon** on this day.
- 6 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.