



## THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAI‘I 2023 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
12/16/2022 - 12/31/2022	Christmas 12/26/2022	12/13/22	12/29 - 1/04	01/03/23	01/06/23
01/01/2023 - 01/15/2023	New Year's Day 1/2/2023	12/28/22	1/12 - 1/18	01/17/23	01/20/23
01/16/2023 - 01/31/2023	Dr. Martin Luther King, Jr. Day 1/16/2023	01/11/23	1/30 - 2/03	02/01/23	02/07/23
02/01/2023 - 02/15/2023		01/27/23	2/14 - 2/17	02/16/23	02/22/23
02/16/2023 - 02/28/2023	Presidents' Day 2/20/2023	02/13/23	2/27 - 3/03	03/01/23	03/07/23
03/01/2023 - 03/15/2023		02/24/23	3/14 - 3/20	03/16/23	03/22/23
03/16/2023 - 03/31/2023	Prince Kuhio Day 3/27/2023	03/13/23	3/30 - 4/04	04/03/23	04/06/23
04/01/2023 - 04/15/2023	Good Friday 4/7/2023	03/29/23	4/13 - 4/19	04/17/23	04/21/23
04/16/2023 - 04/30/2023		04/12/23	4/27 - 5/03	05/01/23	05/05/23
05/01/2023 - 05/15/2023		04/26/23	5/12 - 5/18	05/16/23	05/22/23
05/16/2023 - 05/31/2023	Memorial Day 5/29/2023	05/11/23	5/30 - 6/05	06/01/23	06/07/23
06/01/2023 - 06/15/2023	King Kamehameha Day 6/12/2023	05/26/23	6/14 - 6/20	06/16/23	06/22/23
06/16/2023 - 06/30/2023		06/13/23	6/29 - 7/05	07/03/23	07/07/23
07/01/2023 - 07/15/2023	Independence Day 7/4/2023	06/28/23	7/13 - 7/19	07/17/23	07/21/23
07/16/2023 - 07/31/2023		07/12/23	7/28 - 8/03	08/01/23	08/07/23
08/01/2023 - 08/15/2023		07/27/23	8/14 - 8/17	08/16/23	08/22/23
08/16/2023 - 08/31/2023	Statehood Day 8/18/2023	08/11/23	8/30 - 9/05	09/01/23	09/07/23
09/01/2023 - 09/15/2023	Labor Day 9/4/2023	08/29/23	9/14 - 9/20	09/18/23	09/22/23
09/16/2023 - 09/30/2023		09/13/23	9/28 - 10/04	10/02/23	10/06/23
10/01/2023 - 10/15/2023		09/27/23	10/12 - 10/18	10/16/23	10/20/23
10/16/2023 - 10/31/2023		10/11/23	10/30 - 11/03	11/01/23	11/07/23
11/01/2023 - 11/15/2023	Veterans' Day 11/10/2023	10/27/23	11/14 - 11/20	11/16/23	11/22/23
11/16/2023 - 11/30/2023	Thanksgiving 11/23/2023	11/13/23	11/29 - 12/05	12/01/23	12/07/23
12/01/2023 - 12/15/2023		11/28/23	12/14 - 12/20	12/18/23	12/22/23
12/16/2023 - 12/31/2023	Christmas 12/25/2023	12/13/23	12/28 - 1/03	01/02/24	01/05/24

**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 Investigators. For assistance, contact the [hrhelpdesk@rcuh.com](mailto:hrhelpdesk@rcuh.com).**

- 1 **Pay Period:** Payroll Period.
- 2 **Holiday Observed & Holiday:** See Policy 3.344 RCUH Holidays, Holiday Pay and Administrative Leave for details
- 3 **ePAF Deadline:** Deadline to submit personnel actions transactions 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).
- 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.