



THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII 2024 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.

Pay Period	Holiday Observed	ePAF Deadline	ESS Black-Out Period	Payroll Deadline 12:00 noon	Pay Day
12/16/2023 - 12/31/2023	Christmas 12/25/2023	12/13/23	Dec 28, 2023 - Jan 3, 2024	01/02/24	01/05/24
01/01/2024 - 01/15/2024	New Year's Day 01/01/2024	12/27/23	Jan 11, 2024 - Jan 18, 2024	01/16/24	01/22/24
01/16/2024 - 01/31/2024	Dr. Martin Luther King, Jr. Day 01/15/2024	01/10/24	Jan 30, 2024 - Feb 05, 2024	02/01/24	02/07/24
02/01/2024 - 02/15/2024		01/29/24	Feb 14, 2024 - Feb 20, 2024	02/16/24	02/22/24
02/16/2024 - 02/29/2024	Presidents' Day 02/19/2024	02/13/24	Feb 28, 2024 - Mar 05, 2024	03/01/24	03/07/24
03/01/2024 - 03/15/2024		02/27/24	Mar 14, 2024 - Mar 20, 2024	03/18/24	03/22/24
03/16/2024 - 03/31/2024	Prince Kuhio Day 3/26/2024 Good Friday 03/29/2024	03/13/24	Mar 26, 2024 - Apr 03, 2024	04/01/24	04/05/24
04/01/2024 - 04/15/2024		03/25/24	Apr 12, 2024 - Apr 18, 2024	04/16/24	04/22/24
04/16/2024 - 04/30/2024		04/11/24	Apr 27, 2024 - May 03, 2024	05/01/24	05/07/24
05/01/2024 - 05/15/2024		04/26/24	May 14, 2024 - May 20, 2024	05/16/24	05/22/24
05/16/2024 - 05/31/2024	Memorial Day 05/27/2024	05/13/24	May 30, 2024 - Jun 05, 2024	06/03/24	06/07/24
06/01/2024 - 06/15/2024	King Kamehameha Day 06/11/2024	05/29/24	Jun 13, 2024 - Jun 18, 2024	06/17/24	06/21/24
06/16/2024 - 06/30/2024		06/13/24	Jun 27, 2024 - Jul 02, 2024	07/01/24	07/05/24
07/01/2024 - 07/15/2024	Independence Day 07/04/2024	06/27/24	Jul 12, 2024 - Jul 18, 2024	07/16/24	07/22/24
07/16/2024 - 07/31/2024		07/11/24	Jul 30, 2024 - Aug 05, 2024	08/01/24	08/07/24
08/01/2024 - 08/15/2024		07/29/24	Aug 14, 2024 - Aug 20, 2024	08/19/24	08/22/24
08/16/2024 - 08/31/2024	Statehood Day 08/16/2024	08/13/24	Aug 29, 2024 - Sep 04, 2024	09/03/24	09/06/24
09/01/2024 - 09/15/2024	Labor Day 09/2/2024	08/28/24	Sep 12, 2024 - Sep 18, 2024	09/16/24	09/20/24
09/16/2024 - 09/30/2024		09/11/24	Sep 27, 2024 - Oct 03, 2024	10/01/24	10/07/24
10/01/2024 - 10/15/2024		09/26/24	Oct 12, 2024 - Oct 18, 2024	10/16/24	10/22/24
10/16/2024 - 10/31/2024		10/11/24	Oct 30, 2024 - Nov 04, 2024	11/01/24	11/07/24
11/01/2024 - 11/15/2024	General Election Day 11/05/2024 Veterans' Day 11/11/2024	10/29/24	Nov 14, 2024 - Nov 20, 2024	11/18/24	11/22/24
11/16/2024 - 11/30/2024	Thanksgiving 11/28/2024	11/13/24	Nov 27, 2024 - Dec 04, 2024	12/02/24	12/06/24
12/01/2024 - 12/15/2024		11/26/24	Dec 12, 2024 - Dec 18, 2024	12/16/24	12/20/24
12/16/2024 - 12/31/2024	Christmas 12/25/2024	12/11/24	Dec 28, 2024 - Jan 03, 2025	01/02/25	01/07/25
1/1/2025 - 01/15/2025	New Year's Day 01/01/2025	12/27/24	Jan 14, 2025 - Jan 17, 2025	01/16/25	01/22/25

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

- 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
- 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
- 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