

Prepared by the Disbursing Office
This replaces Administrative Procedure No. A8.873
dated July 1996

A8.873
February 2005

A8.800 Disbursing/Preaudit and Payroll

P 1 of 4

A8.873 Payroll Processing Cycle Deadlines

1. Purpose

To establish deadlines for submitting payroll documents to the Payroll Section of the Disbursing Office.

2. Objective

The deadlines or cut-off dates are needed to provide the Disbursing Office, Payroll Section with sufficient time to process payroll documents to generate paychecks on a timely basis.

3. Applicability

This instruction applies to all University programs and departments initiating payroll type actions that will be processed through the Disbursing Office, Payroll Section.

This instruction specifies only the deadlines established or followed by the Disbursing Office, Payroll Section. The University Office of Human Resources and individual campus administrative deadlines for payroll are determined by those respective offices or agencies.

4. Guidelines and Procedures

The Disbursing Office, Payroll Section distributes a schedule titled "Due Dates of Documents Into Payroll Office for Calendar Year 200X" at the end of each calendar year for the following calendar year. A sample of this schedule is attached (Attachments 1 - 3). This schedule must be strictly followed to ensure timely payments to University employees.

5. Responsibilities

Fiscal Officers and Program Managers (Approving Authority) who approve payroll type transactions are responsible for compliance with applicable Federal and State laws, rules, regulations, University policies and procedures, and timely processing of documents for payments to employees.

**NON-LAG PAYROLL (BARGAINING UNIT 07) F54, F58, F68, F94
DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2005
(REVISED 12/27/04)**

PAY PERIOD	PAY DATE	NON-LAG (Faculty) P/R# F54, F58, F68, F94 PNF, G2, W/C, TDB		Direct Deposit & Tax Forms
		Changes, G2, W/C, TDB to Payroll by 4:00 PM on	New Hires, Terminations to Payroll by 4:00 PM on *	Form D-60. Forms W-4 & HW4 to Payroll by 3:00 pm on:
01/01/05 - 01/15/05	01/14/05	12/20/04	12/27/04	12/28/04
01/16/05 - 01/31/05	01/31/05	01/03/05	01/03/05	01/12/05
02/01/05 - 02/15/05	02/15/05	01/19/05	01/25/05	01/27/05
02/16/05 - 02/28/05	02/28/05	02/03/05	02/07/05	02/11/05
03/01/05 - 03/15/05	03/15/05	02/15/05	02/24/05	02/24/05
03/16/05 - 03/31/05	03/31/05	03/03/05	03/11/05	03/11/05
04/01/05 - 04/15/05	04/15/05	03/18/05	03/29/05	03/29/05
04/16/05 - 04/30/05	04/29/05	04/05/05	04/12/05	04/13/05
05/01/05 - 05/15/05	05/13/05	04/19/05	04/26/05	04/27/05
05/16/05 - 05/31/05	05/31/05	05/03/05	05/11/05	05/11/05
06/01/05 - 06/15/05	06/15/05	05/18/05	05/25/05	05/26/05
06/16/05 - 06/30/05	06/30/05	06/02/05	06/13/05	06/13/05
07/01/05 - 07/15/05	07/15/05	06/16/05	06/24/05	06/28/05
07/16/05 - 07/31/05	07/29/05	07/05/05	07/12/05	07/13/05
08/01/05 - 08/15/05	08/15/05	07/15/05	07/15/05	07/27/05
08/16/05 - 08/31/05	08/31/05	08/03/05	08/09/05	08/11/05
09/01/05 - 09/15/05	09/15/05	08/15/05	08/15/05	08/29/05
09/16/05 - 09/30/05	09/30/05	08/30/05	08/30/05	09/13/05
10/01/05 - 10/15/05	10/14/05	09/20/05	09/23/05	09/28/05
10/16/05 - 10/31/05	10/31/05	10/04/05	10/11/05	10/12/05
11/01/05 - 11/15/05	11/15/05	10/19/04	10/26/05	10/27/05
11/16/05 - 11/30/05	11/30/05	11/02/05	11/09/05	11/10/05
12/01/05 - 12/15/05	12/15/05	11/17/05	11/28/05	11/28/05
12/16/05 - 12/31/05	12/30/05	12/05/05	12/12/05	12/13/05
01/01/06 - 01/15/06	01/13/06	12/19/05	12/27/05	12/28/05

* - If documents are not submitted by this date, CALL terminations and leave without pay to the UH Payroll Office at (808) 956-7444

LAG (AFTER-THE-FACT) PAYROLL - F55, F59, F69, F77, F78, F6N, F6O
DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2005

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Attachment 2

PAY PERIOD	PAY DATE	F55, F59, F69, F77, F78					F6N, F6O		Direct Deposit & Tax Forms
		Changes, G2, W/C, TDB to Payroll by 4:00 PM on	New Hires, Terminations to Payroll by 4:00 PM on *	Report LWOP to Payroll by 11:00 AM on:	Fringe		Hourly PNF, D-55 to Payroll by 11:00 AM on **		
					D55, D56, Meals, T/A to Payroll by 4:00 PM on				
12/16/04 - 12/31/04	01/20/05	12/17/04	12/29/04	01/05/05	12/30/04	01/04/05	12/28/04		
01/01/05 - 01/15/05	02/04/05	01/04/05	01/04/05	01/21/05	01/18/05	01/20/05	01/12/05		
01/16/05 - 01/31/05	02/18/05	01/24/05	01/24/05	02/04/05	02/01/05	02/03/05	01/27/05		
02/01/05 - 02/15/05	03/04/05	02/07/05	02/10/05	02/17/05	02/14/05	02/16/05	02/11/05		
02/16/05 - 02/28/05	03/18/05	02/18/05	02/28/05	03/04/05	03/01/05	03/03/05	02/24/05		
03/01/05 - 03/15/05	04/05/05	03/07/05	03/15/05	03/21/05	03/16/05	03/18/05	03/11/05		
03/16/05 - 03/31/05	04/20/05	03/22/05	03/31/05	04/06/05	04/01/05	04/05/05	03/29/05		
04/01/05 - 04/15/05	05/05/05	04/07/05	04/15/05	04/21/05	04/18/05	04/20/05	04/13/05		
04/16/05 - 04/30/05	05/20/05	04/22/05	05/02/05	05/06/05	05/02/05	05/04/05	04/27/05		
05/01/05 - 05/15/05	06/03/05	05/09/05	05/13/05	05/19/05	05/16/05	05/18/05	05/11/05		
05/16/05 - 05/31/05	06/20/05	05/20/05	05/27/05	06/03/05	05/31/05	06/02/05	05/26/05		
06/01/05 - 06/15/05	07/05/05	06/06/05	06/14/05	06/21/05	06/15/05	06/17/05	06/13/05		
06/16/05 - 06/30/05	07/20/05	06/17/05	06/27/05	07/06/05	06/30/05	07/05/05	06/28/05		
07/01/05 - 07/15/05	08/05/05	07/06/05	07/15/04	07/22/05	07/18/05	07/20/05	07/13/05		
07/16/05 - 07/31/05	08/18/05	07/25/05	07/28/05	08/04/05	08/01/05	08/03/05	07/27/05		
08/01/05 - 08/15/05	09/02/05	08/04/05	08/04/05	08/18/05	08/15/05	08/17/05	08/11/05		
08/16/05 - 08/31/05	09/20/05	08/17/05	08/17/05	09/06/05	08/31/05	09/02/05	08/29/05		
09/01/05 - 09/15/05	10/05/05	09/01/05	09/01/05	09/21/05	09/16/05	09/20/05	09/13/05		
09/16/05 - 09/30/05	10/20/05	09/22/05	09/28/05	10/06/05	10/03/05	10/05/05	09/28/05		
10/01/05 - 10/15/05	11/04/05	10/07/05	10/14/05	10/21/05	10/17/05	10/19/05	10/12/05		
10/16/05 - 10/31/05	11/18/05	10/24/05	10/28/05	11/03/05	10/31/05	11/02/05	10/27/05		
11/01/05 - 11/15/05	12/05/05	11/04/05	11/14/05	11/18/05	11/15/05	11/17/05	11/10/05		
11/16/05 - 11/30/05	12/20/05	11/21/05	11/30/05	12/06/05	12/01/05	12/05/05	11/28/05		
12/01/05 - 12/15/05	01/05/06	12/07/05	12/14/05	12/20/05	12/15/05	12/19/05	12/13/05		
12/16/05 - 12/31/05	01/20/06	12/21/05	12/29/05	01/06/05	01/03/06	01/05/06	12/28/05		

* - If documents are not submitted by this date, CALL terminations and leave without pay into UH Payroll Office (808) 956-7444
** - Hours submitted should be for actual hours worked. DO NOT PROJECT HOURS.

LAG PAYROLL - F53, F57, F67, F95, F65, F66
DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2005

PAY PERIOD	PAY DATE	PNF, G2, W/C, TDB		Fringe		Direct Deposit & Tax Forms
		Chg, G2, W/C, TDB to Payroll by 4:00 PM on	New Hires, Terminations to Payroll by 4:00 PM on *	D55, D56, Meals, T/A to Payroll by 4:00 PM on		
01/01/05 - 01/15/05	01/20/05	12/17/04	12/29/04	12/30/04		12/28/04
01/16/05 - 01/31/05	02/04/05	01/04/05	01/04/05	01/18/05		01/12/05
02/01/05 - 02/15/05	02/18/05	01/24/05	01/27/05	02/01/05		01/27/05
02/16/05 - 02/28/05	03/04/05	02/07/05	02/10/05	02/14/05		02/11/05
03/01/05 - 03/15/05	03/18/05	02/18/05	02/28/05	03/01/05		02/24/05
03/16/05 - 03/31/05	04/05/05	03/07/05	03/15/05	03/16/05		03/11/05
04/01/05 - 04/15/05	04/20/05	03/22/05	03/31/05	04/01/05		03/29/05
04/16/05 - 04/30/05	05/05/05	04/07/05	04/15/05	04/18/05		04/13/05
05/01/05 - 05/15/05	05/20/05	04/22/05	05/02/05	05/02/05		04/27/05
05/16/05 - 05/31/05	06/03/05	05/09/05	05/13/05	05/16/05		05/11/05
06/01/05 - 06/15/05	06/20/05	05/20/05	05/27/05	05/31/05		05/26/05
06/16/05 - 06/30/05	07/05/05	06/06/05	06/14/05	06/15/05		06/13/05
07/01/05 - 07/15/05	07/20/05	06/17/05	06/27/05	06/30/05		06/28/05
07/16/05 - 07/31/05	08/05/05	07/06/05	07/15/04	07/18/05		07/13/05
08/01/05 - 08/15/05	08/18/05	07/25/05	07/28/05	08/01/05		07/27/05
08/16/05 - 08/31/05	09/02/05	08/04/05	08/04/05	08/15/05		08/11/05
09/01/05 - 09/15/05	09/20/05	08/17/05	08/17/05	08/31/05		08/29/05
09/16/05 - 09/30/05	10/05/05	09/01/05	09/01/05	09/16/05		09/13/05
10/01/05 - 10/15/05	10/20/05	09/22/05	09/28/05	10/03/05		09/28/05
10/16/05 - 10/31/05	11/04/05	10/07/05	10/14/05	10/17/05		10/12/05
11/01/05 - 11/15/05	11/18/05	10/24/05	10/28/05	10/31/05		10/27/05
11/16/05 - 11/30/05	12/05/05	11/04/05	11/14/05	11/15/05		11/10/05
12/01/05 - 12/15/05	12/20/05	11/21/05	11/30/05	12/01/05		11/28/05
12/16/05 - 12/31/05	01/05/06	12/07/05	12/14/05	12/15/05		12/13/05
01/01/06 - 01/15/06	01/20/06	12/21/05	12/29/05	01/03/06		12/28/05

* - If documents are not submitted by this date, CALL terminations and leave without pay to the UH Payroll Office at (808) 956-7444

STUDENT PAYROLL - FF1 & FF3
sece INPUT DUE DATES FOR CALENDAR YEAR 2005

PAY PERIOD	PAY DATE	New Hires & Add New Accounts		Changes to Existing Records		Payments
		SEWA and Additional Account Code transactions due to SE office	Payroll Deadline for online SEWA and Additional Account Code (4:30 pm)	All other student payroll transactions due to SECE	Payroll deadline for all other online student payroll transactions (4:30 pm)	Submit Scan Sheets to Payroll by 11:00 AM on **
12/16/04 - 12/31/04	01/20/05	12/15/04	12/17/04	12/23/04	12/28/04	12/29/04
01/01/05 - 01/15/05	02/04/05	12/29/04	01/03/05	01/11/05	01/13/05	01/14/05
01/16/05 - 01/31/05	02/18/05	01/14/05	01/19/05	01/26/05	01/28/05	01/31/05
02/01/05 - 02/15/05	03/04/05	01/31/05	02/02/05	02/09/05	02/11/05	02/14/05
02/16/05 - 02/28/05	03/18/05	02/11/05	02/15/05	02/23/05	02/25/05	02/28/05
03/01/05 - 03/15/05	04/05/05	02/28/05	03/02/05	03/10/05	03/14/05	03/15/05
03/16/05 - 03/31/05	04/20/05	03/15/05	03/17/05	03/24/05	03/30/05	03/31/05
04/01/05 - 04/15/05	05/05/05	03/31/05	04/04/05	04/12/05	04/14/05	04/15/05
04/16/05 - 04/30/05	05/20/05	04/14/05	04/18/05	04/26/05	04/28/05	04/29/05
05/01/05 - 05/15/05	06/03/05	04/29/05	05/03/05	05/10/05	05/12/05	05/13/05
05/16/05 - 05/31/05	06/20/05	05/13/05	05/17/05	05/25/05	05/27/05	05/31/05
06/01/05 - 06/15/05	07/05/05	05/31/05	06/02/05	06/09/05	06/14/05	06/15/05
06/16/05 - 06/30/05	07/20/05	06/15/05	06/17/05	06/27/05	06/29/05	06/30/05
07/01/05 - 07/15/05	08/05/05	06/29/05	07/01/05	07/12/05	07/14/05	07/15/05
07/16/05 - 07/31/05	08/18/05	07/15/05	07/19/05	07/26/05	07/28/05	07/29/05
08/01/05 - 08/15/05	09/02/05	07/29/05	08/02/05	08/10/05	08/12/05	08/15/05
08/16/05 - 08/31/05	09/20/05	08/15/05	08/17/05	08/26/05	08/30/05	08/31/05
09/01/05 - 09/15/05	10/05/05	08/31/05	09/02/05	09/12/05	09/14/05	09/15/05
09/16/05 - 09/30/05	10/20/05	09/15/05	09/19/05	09/27/05	09/29/05	09/30/05
10/01/05 - 10/15/05	11/04/05	09/30/05	10/04/05	10/11/05	10/13/05	10/14/05
10/16/05 - 10/31/05	11/18/05	10/14/05	10/18/05	10/26/05	10/28/05	10/31/05
11/01/05 - 11/15/05	12/05/05	10/31/05	11/02/05	11/09/05	11/14/05	11/15/05
11/16/05 - 11/30/05	12/20/05	11/15/05	11/17/05	11/25/05	11/29/05	11/30/05
12/01/05 - 12/15/05	01/05/06	11/30/05	12/02/05	12/12/05	12/14/05	12/15/05
12/16/05 - 12/31/05	01/20/06	12/14/05	12/16/05	12/26/05	12/28/05	12/29/05

** - Hours submitted should be for actual hours worked. DO NOT PROJECT HOURS.

sece Web Site <http://sece.its.hawaii.edu:9442/login.do>

DEADLINES FOR INPUT AND DOWNTIMES - SCOPIS ON THE WEB - FF2, FF4, & FF5 (REVISED 12/27/04)

PAY PERIOD	PAY DATES		WEB ENTRY (ADDS) TO GENERATE A SCAN SHEET 12:00 NOON *	WEB ENTRY (CHANGES) TO AFFECT PAYMENT 11:00 AM	SCAN SHEETS DUE AT PAYROLL OFFICE BY 11:00 AM **	SCOPIS WEB APPROXIMATE DOWNTIME
	NON-LAG (BU 07)	LAG				
12/16/04 - 12/31/04	01/14/05	01/20/05	12/20/04	12/29/04	12/29/04	11:00 AM 12/29/04 THRU 12/30/04
01/01/05 - 01/15/05	01/31/05	02/04/05	01/04/05	01/14/05	01/14/05	11:00 AM 01/14/05 THRU 01/18/05
01/16/05 - 01/31/05	02/15/05	02/18/05	01/20/05	01/31/05	01/31/05	11:00 AM 01/31/05 THRU 02/01/05
02/01/05 - 02/15/05	02/28/05	03/04/05	02/03/05	02/14/05	02/14/05	11:00 AM 02/15/05 THRU 02/15/05
02/16/05 - 02/28/05	03/15/05	03/18/05	02/17/05	02/28/05	02/28/05	11:00 AM 02/28/05 THRU 03/01/05
03/01/05 - 03/15/05	03/31/05	04/05/05	03/03/05	03/15/05	03/15/05	11:00 AM 03/15/05 THRU 03/16/05
03/16/05 - 03/31/05	04/15/05	04/20/05	03/18/05	03/31/05	03/31/05	11:00 AM 03/31/05 THRU 04/01/05
04/01/05 - 04/15/05	04/29/05	05/05/05	04/05/05	04/15/05	04/15/05	11:00 AM 04/15/05 THRU 04/18/05
04/16/05 - 04/30/05	05/13/05	05/20/05	04/19/05	04/29/05	04/29/05	11:00 AM 04/29/05 THRU 05/02/05
05/01/05 - 05/15/05	05/31/05	06/03/05	05/03/05	05/13/05	05/13/05	11:00 AM 05/13/05 THRU 05/16/05
05/16/05 - 05/31/05	06/15/05	06/20/05	05/18/05	05/31/05	05/31/05	11:00 AM 05/31/05 THRU 06/01/05
06/01/05 - 06/15/05	06/30/05	07/05/05	06/03/05	06/15/05	06/15/05	11:00 AM 06/15/05 THRU 06/16/05
06/16/05 - 06/30/05	07/15/05	07/20/05	06/20/05	06/30/05	06/30/05	11:00 AM 06/30/05 THRU 07/01/05
07/01/05 - 07/15/05	07/29/05	08/05/05	07/06/05	07/15/05	07/15/05	11:00 AM 07/15/05 THRU 07/18/05
07/16/05 - 07/31/05	08/15/05	08/18/05	07/20/05	07/29/05	07/29/05	11:00 AM 07/29/05 THRU 08/01/05
08/01/05 - 08/15/05	08/31/05	09/02/05	08/03/05	08/15/05	08/15/05	11:00 AM 08/15/05 THRU 08/16/05
08/16/05 - 08/31/05	09/15/05	09/20/05	08/18/05	08/31/05	08/31/05	11:00 AM 08/31/05 THRU 09/01/05
09/01/05 - 09/15/05	09/30/05	10/05/05	09/06/05	09/15/05	09/15/05	11:00 AM 09/15/05 THRU 09/16/05
09/16/05 - 09/30/05	10/14/05	10/20/05	09/20/05	09/30/05	09/30/05	11:00 AM 09/30/05 THRU 10/03/05
10/01/05 - 10/15/05	10/31/05	11/04/05	10/03/05	10/14/05	10/14/05	11:00 AM 10/14/05 THRU 10/17/05
10/16/05 - 10/31/05	11/15/05	11/18/05	10/19/05	10/31/05	10/31/05	11:00 AM 10/31/05 THRU 11/01/05
11/01/05 - 11/15/05	11/30/05	12/05/05	11/03/05	11/15/05	11/15/05	11:00 AM 11/15/05 THRU 11/16/05
11/16/05 - 11/30/05	12/15/05	12/20/05	11/18/05	11/30/05	11/30/05	11:00 AM 11/30/05 THRU 12/01/05
12/01/05 - 12/15/05	12/30/05	01/05/06	12/05/05	12/15/05	12/15/05	11:00 AM 12/15/05 THRU 12/15/05
12/16/05 - 12/31/05	01/13/06	01/20/06	12/19/05	12/29/05	12/29/05	11:00 AM 12/29/05 THRU 12/30/05

* - SCOPIS WEB IS ALSO DOWN AFTER 12:00 NOON ON THIS DAY UNTIL THE FOLLOWING MORNING

** - Hours submitted should be for actual hours worked. DO NOT PROJECT HOURS.

SCOPIS WEB SITE: <http://its06.its.hawaii.edu:9182/loginDisplay.do>