LINDA LINGLE
GOVERNOR

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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

OCT 29 2003

COMPTROLLER'S MEMORANDUM NO. 2003-27

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Change Schedule Due Dates for Calendar Year 2004

The attached "Payroll Change Schedule Due Dates for Calendar Year 2004" lists the submittal deadlines for payroll change schedules for each payroll period. Deadlines should be closely followed.

Submittal deadlines to DAGS Central Payroll are as follows:

Type of Payroll Change Schedule	Submittal Deadline to DAGS Central Payroll
Regular	The 9th workday before payday, in which payment action occurs, by 4:00 p.m.
Hourly	The 7th workday before payday, in which payment action occurs, by 12 noon.
Fringe	The 7th workday before payday, in which payment action occurs, by 12 noon.
Supplemental	The 7th workday before payday, in which payment action occurs, by 12 noon. Supplemental payrolls submitted after this deadline must have prior approval from the Central Payroll Supervisor. This will ensure that all payroll change schedules are properly recorded and submitted to Data Entry in a timely manner. In all cases, an "approved" personnel action must be on file in HRMS in order for DAGS Central Payroll to perform its audit.

The "Turnaround Payroll Change Schedules" will be released to departments and agencies on the 4th workday before the payday of the prior pay period. If you wish to arrange for special pickup of the "Turnaround Payroll Change Schedules", please call the Clerical Section Supervisor, at 586-0650.

Russ K Saito

RUSS K. SAITO
State Comptroller

Attachment

OCT 31 2003

PAYROLL CHANGE SCHEDULE DUE DATES FOR CALENDAR YEAR 2004

PAY PERIOD ENDING	ACTUAL PAY DATE	REGULAR PCS DUE 4:00 PM	*ALTERNATE TIME FOR PCS	HOURLY/ FRINGE PCS DUE 12 NOON
12/31/03	01/05/04	12/19/03		12/23/03
01/15/04	01/20/04	01/06/04		01/08/04
01/31/04	02/05/04	01/23/04		01/27/04
02/15/04	02/20/04	02/06/04		02/10/04
02/29/04	03/05/04	02/23/04		02/25/04
03/15/04	03/19/04	03/08/04		03/10/04
03/31/04	04/05/04	03/22/04		03/24/04
04/15/04	04/20/04	04/06/04		04/08/04
04/30/04	05/05/04	04/22/04		04/26/04
05/15/04	05/20/04	05/07/04		05/11/04
05/31/04	06/04/04	05/21/04		05/25/04
06/15/04	06/18/04	06/08/04		06/10/04
06/30/04	07/02/04	06/21/04		06/23/04
07/15/04	07/20/04	07/07/04		07/09/04
07/31/04	08/05/04	07/23/04		07/27/04
08/15/04	08/19/04	08/06/04		08/10/04
08/31/04	09/03/04	08/23/04		08/25/04
09/15/04	09/20/04	09/07/04		09/09/04
09/30/04	10/05/04	09/22/04		09/24/04
10/15/04	10/20/04	10/07/04		10/11/04
10/31/04	11/05/04	10/25/04		10/27/04
11/15/04	11/19/04	11/05/04		11/09/04
11/30/04	12/03/04	11/19/04		11/23/04
12/15/04	12/20/04	12/07/04		12/09/04