



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

OCT - 1 2007

COMPTROLLER'S MEMORANDUM NO. 2007-23

TO: Heads of Departments
ATTN: Payroll Offices
SUBJECT: Payroll Change Schedule Due Dates for Calendar Year 2008

The attached "Payroll Change Schedule Due Dates for Calendar Year 2008" 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:

| <u>Type of Payroll Change Schedule</u> | <u>Submittal Deadline to DAGS Central Payroll</u> |
|--|---|
| Regular | The 9 th workday before payday, in which payment action occurs, by 4:00 p.m. |
| Hourly | The 7 th workday before payday, in which payment action occurs, by 12 noon. |
| Fringe | The 7 th workday before payday, in which payment action occurs, by 12 noon. |
| Supplemental | The 7 th workday before payday, in which payment action occurs, by 12 noon. Supplemental payrolls submitted after this deadline <u>must have prior approval from the Central Payroll Supervisor</u> . 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.

Handwritten signature of Russ K. Saito in black ink.
RUSS K. SAITO
State Comptroller

PAYROLL CHANGE SCHEDULE DUE DATES FOR CALENDAR YEAR 2008

| PAY PERIOD ENDING | ACTUAL PAY DATE | REGULAR PCS DUE 4:00 PM | *NEW TIME FOR PCS | HOURLY/ FRINGE PCS DUE 12 NOON |
|----------------------|--------------------|----------------------------|--------------------------------|--------------------------------------|
| 12/31/07 | 01/04/08 | *12/20/07 | REG/HR/FR PCS DUE 8:00 A.M. | *12/24/07 |
| 01/15/08 | 01/18/08 | 01/07/08 | | 01/09/08 |
| 01/31/08 | 02/05/08 | 01/23/08 | | 01/25/08 |
| 02/15/08 | 02/20/08 | 02/06/08 | | 02/08/08 |
| 02/29/08 | 03/05/08 | 02/21/08 | | 02/25/08 |
| 03/15/08 | 03/20/08 | 03/07/08 | | 03/11/08 |
| 03/31/08 | 04/04/08 | 03/20/08 | | 03/25/08 |
| 04/15/08 | 04/18/08 | 04/07/08 | | 04/09/08 |
| 04/30/08 | 05/05/08 | 04/22/08 | | 04/24/08 |
| 05/15/08 | 05/20/08 | 05/07/08 | | 05/09/08 |
| 05/31/08 | 06/05/08 | 05/22/08 | | 05/27/08 |
| 06/15/08 | 06/20/08 | 06/06/08 | | 06/10/08 |
| 06/30/08 | 07/03/08 | 06/20/08 | | 06/24/08 |
| 07/15/08 | 07/18/08 | 07/07/08 | | 07/09/08 |
| 07/31/08 | 08/05/08 | 07/22/08 | | 07/24/08 |
| 08/15/08 | 08/20/08 | 08/06/08 | | 08/08/08 |
| 08/31/08 | 09/05/08 | 08/22/08 | | 08/26/08 |
| 09/15/08 | 09/19/08 | 09/08/08 | | 09/10/08 |
| 09/30/08 | 10/03/08 | 09/22/08 | | 09/24/08 |
| 10/15/08 | 10/20/08 | 10/07/08 | | 10/09/08 |
| 10/31/08 | 11/05/08 | 10/22/08 | | 10/24/08 |
| 11/15/08 | 11/20/08 | 11/06/08 | | 11/10/08 |
| 11/30/08 | 12/05/08 | 11/21/08 | | 11/25/08 |
| 12/15/08 | 12/19/08 | 12/08/08 | | 12/10/08 |