

**DEADLINES FOR INPUT AND DOWNTIMES - SCOPIS ON THE WEB**

<u>PAY DATES</u>		SCAN SHEETS DUE AT 11:00 AM	WEB ENTRY (CHANGES) TO AFFECT PAYMENT DUE BY 11:00 AM	WEB ENTRY (ADDS) TO GENERATE A SCAN SHEET 11:00 AM*	<u>APPROXIMATE DOWNTIMES</u>	APPROXIMATE DOWNTIMES	
NON-LAG (BU 07)	LAG					FROM 11:00 AM ON:	TO 11:00 PM ON:
01/15/09	01/20/09	<b>12/30/08</b>	12/30/08	12/18/08	11:00 AM 12/30/08 THRU 12/31/08	12/30/08	12/31/08
01/30/09	02/05/09	01/15/09	01/15/09	01/05/09	11:00 AM 01/15/09 THRU 01/16/09	01/15/09	01/16/09
02/13/09	02/20/09	01/30/09	01/30/09	01/21/09	11:00 AM 01/30/09 THRU 02/02/09	01/30/09	02/02/09
02/27/09	03/05/09	<b>02/12/09</b>	02/12/09	02/04/09	11:00 AM 02/12/09 THRU 02/13/09	02/12/09	02/13/09
03/13/09	03/20/09	02/27/09	02/27/09	02/18/09	11:00 AM 02/27/09 THRU 03/02/09	02/27/09	03/02/09
03/31/09	04/03/09	03/13/09	03/13/09	03/04/09	11:00 AM 03/13/09 THRU 03/16/09	03/13/09	03/16/09
04/15/09	04/20/09	03/31/09	03/31/09	03/18/09	11:00 AM 03/31/09 THRU 04/01/09	03/31/09	04/01/09
04/30/09	05/05/09	04/15/09	04/15/09	04/03/09	11:00 AM 04/15/09 THRU 04/16/09	04/15/09	04/16/09
05/15/09	05/20/09	04/30/09	04/30/09	04/20/09	11:00 AM 04/30/09 THRU 05/01/09	04/30/09	05/01/09
05/29/09	06/05/09	<b>05/14/09</b>	05/14/09	05/05/09	11:00 AM 05/14/09 THRU 05/15/09	05/14/09	05/15/09
06/15/09	06/19/09	05/29/09	05/29/09	05/19/09	11:00 AM 05/29/09 THRU 06/01/09	05/29/09	06/01/09
06/30/09	07/02/09	06/15/09	06/15/09	06/03/09	11:00 AM 06/15/09 THRU 06/16/09	06/15/09	06/16/09
07/15/09	07/20/09	06/30/09	06/30/09	06/18/09	11:00 AM 06/30/09 THRU 07/1/09	06/30/09	07/01/09
07/31/09	08/05/09	07/15/09	07/15/09	07/06/09	11:00 AM 07/15/09 THRU 07/16/09	07/15/09	07/16/09
08/14/09	08/20/09	07/31/09	07/31/09	07/20/09	11:00 AM 07/31/09 THRU 08/03/09	07/31/09	08/03/09
08/31/09	09/04/09	08/14/09	08/14/09	08/05/09	11:00 AM 08/14/09 THRU 08/17/09	08/14/09	08/17/09
09/15/09	09/18/09	08/31/09	08/31/09	08/19/09	11:00 AM 08/31/09 THRU 09/1/09	08/31/09	09/01/09
09/30/09	10/05/09	09/15/09	09/15/09	09/03/09	11:00 AM 09/15/09 THRU 09/16/09	09/15/09	09/16/09
10/15/09	10/20/09	09/30/09	09/30/09	09/18/09	11:00 AM 09/30/09 THRU 10/01/09	09/30/09	10/01/09
10/30/09	11/05/09	10/15/09	10/15/09	10/05/09	11:00 AM 10/15/09 THRU 10/16/09	10/15/09	10/16/09
11/13/09	11/20/09	<b>10/29/09</b>	10/29/09	10/20/09	11:00 AM 10/29/09 THRU 10/30/09	10/29/09	10/30/09
11/30/09	12/04/09	11/13/09	11/13/09	11/03/09	11:00 AM 11/13/09 THRU 11/16/09	11/13/09	11/16/09
12/15/09	12/18/09	11/30/09	11/30/09	11/18/09	11:00 AM 11/30/09 THRU 12/01/09	11/30/09	12/01/09
12/31/09	01/05/10	12/15/09	12/15/09	12/03/09	11:00 AM 12/15/09 THRU 12/16/09	12/15/09	12/16/09
01/15/10	01/20/10	<b>12/30/09</b>	12/30/09	12/18/09	11:00 AM 12/30/08 THRU 12/31/09	12/30/09	12/31/09

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

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