

NON-LAG PAYROLL (BARGAINING UNIT 07) F54, F58, F68, F94  
DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2009

| PAY PERIOD          | PAY DATE | NON-LAG (Faculty) P/R# F54, F58, F68, F94<br>PNF, G2, W/C, TDB |   | Direct Deposit                       |
|---------------------|----------|--|---|--------------------------------------|
|                     |          | Changes, G2, W/C, TDB, Tax Forms to Payroll by 11:00 AM on     | New Hires, Terminations to Payroll by 11:00 AM on * | Form D-60 to Payroll by 11:00 am on: |
| 01/01/09 - 01/15/09 | 01/15/09 | 12/19/08   | 12/24/08  | 12/24/08                             |
| 01/16/09 - 01/31/09 | 01/30/09 | 01/07/09   | 01/14/09  | 01/14/09                             |
| 02/01/09 - 02/15/09 | 02/13/09 | 01/22/09   | 01/28/09  | 01/28/09                             |
| 02/16/09 - 02/28/09 | 02/27/09 | 02/06/09   | 02/10/09  | 02/10/09                             |
| 03/01/09 - 03/15/09 | 03/13/09 | 02/23/09   | 02/25/09  | 02/25/09                             |
| 03/16/09 - 03/31/09 | 03/31/09 | 03/10/09   | 03/12/09  | 03/12/09                             |
| 04/01/09 - 04/15/09 | 04/15/09 | 03/24/09   | 03/27/09  | 03/27/09                             |
| 04/16/09 - 04/30/09 | 04/30/09 | 04/08/09   | 04/13/09  | 04/13/09                             |
| 05/01/09 - 05/15/09 | 05/15/09 | 04/23/09   | 04/28/09  | 04/28/09                             |
| 05/16/09 - 05/31/09 | 05/29/09 | 05/08/09   | 05/12/09  | 05/12/09                             |
| 06/01/09 - 06/15/09 | 06/15/09 | 05/22/09   | 05/27/09  | 05/27/09                             |
| 06/16/09 - 06/30/09 | 06/30/09 | 06/08/09   | 06/12/09  | 06/12/09                             |
| 07/01/09 - 07/15/09 | 07/15/09 | 06/19/09   | 06/19/09  | 06/19/09                             |
| 07/16/09 - 07/31/09 | 07/31/09 | 07/09/09   | 07/09/09  | 07/09/09                             |
| 08/01/09 - 08/15/09 | 08/14/09 | 07/23/09   | 07/23/09  | 07/23/09                             |
| 08/16/09 - 08/31/09 | 08/31/09 | 08/07/09   | 08/07/09  | 08/07/09                             |
| 09/01/09 - 09/15/09 | 09/15/09 | 08/24/09   | 08/24/09  | 08/24/09                             |
| 09/16/09 - 09/30/09 | 09/30/09 | 09/04/09   | 09/04/09  | 09/04/09                             |
| 10/01/09 - 10/15/09 | 10/15/09 | 09/21/09   | 09/28/09  | 09/28/09                             |
| 10/16/09 - 10/31/09 | 10/30/09 | 10/06/09   | 10/13/09  | 10/13/09                             |
| 11/01/09 - 11/15/09 | 11/13/09 | 10/22/09   | 10/26/09  | 10/26/09                             |
| 11/16/09 - 11/30/09 | 11/30/09 | 11/05/09   | 11/10/09  | 11/10/09                             |
| 12/01/09 - 12/15/09 | 12/15/09 | 11/20/09   | 11/25/09  | 11/25/09                             |
| 12/16/09 - 12/31/09 | 12/31/09 | 12/07/09   | 12/11/09  | 12/11/09                             |
| 01/01/10 - 01/15/10 | 01/15/10 | 12/23/09   | 12/28/09  | 12/28/09                             |

NON-LAG SCOPIS PAYROLL FF5  
INPUT / DOCUMENT DUE DATES FOR CALENDAR YEAR 2009

| PAY PERIOD          | PAY DATE | OVERLOAD (FF5)                         |  |  |
|---------------------|----------|--|--|--|
|                     |          | New Hires                              | Changes                                | Scan Sheets                                  |
|                     |          | Dept Input on SCOPIS Web by 11:00AM on | Dept Input on SCOPIS Web by 11:00AM on | Submit Scan Sheets to Payroll by 11:00 AM on |
| 12/16/08 - 12/31/08 | 01/15/09 | 12/18/08                               | 12/30/08                               | 12/30/08                                     |
| 01/01/09 - 01/15/09 | 01/30/09 | 01/05/09                               | 01/15/09                               | 01/15/09                                     |
| 01/16/09 - 01/31/09 | 02/13/09 | 01/21/09                               | 01/30/09                               | 01/30/09                                     |
| 02/01/09 - 02/15/09 | 02/27/09 | 02/04/09                               | 02/12/09                               | 02/12/09                                     |
| 02/16/09 - 02/28/09 | 03/13/09 | 02/18/09                               | 02/27/09                               | 02/27/09                                     |
| 03/01/09 - 03/15/09 | 03/31/09 | 03/04/09                               | 03/13/09                               | 03/13/09                                     |
| 03/16/09 - 03/31/09 | 04/15/09 | 03/18/09                               | 03/31/09                               | 03/31/09                                     |
| 04/01/09 - 04/15/09 | 04/30/09 | 04/03/09                               | 04/15/09                               | 04/15/09                                     |
| 04/16/09 - 04/30/09 | 05/15/09 | 04/20/09                               | 04/30/09                               | 04/30/09                                     |
| 05/01/09 - 05/15/09 | 05/29/09 | 05/05/09                               | 05/14/09                               | 05/14/09                                     |
| 05/16/09 - 05/31/09 | 06/15/09 | 05/19/09                               | 05/29/09                               | 05/29/09                                     |
| 06/01/09 - 06/15/09 | 06/30/09 | 06/03/09                               | 06/15/09                               | 06/15/09                                     |
| 06/16/09 - 06/30/09 | 07/15/09 | 06/18/09                               | 06/30/09                               | 06/30/09                                     |
| 07/01/09 - 07/15/09 | 07/31/09 | 07/06/09                               | 07/15/09                               | 07/15/09                                     |
| 07/16/09 - 07/31/09 | 08/14/09 | 07/20/09                               | 07/31/09                               | 07/31/09                                     |
| 08/01/09 - 08/15/09 | 08/31/09 | 08/05/09                               | 08/14/09                               | 08/14/09                                     |
| 08/16/09 - 08/31/09 | 09/15/09 | 08/19/09                               | 08/31/09                               | 08/31/09                                     |
| 09/01/09 - 09/15/09 | 09/30/09 | 09/03/09                               | 09/15/09                               | 09/15/09                                     |
| 09/16/09 - 09/30/09 | 10/15/09 | 09/18/09                               | 09/30/09                               | 09/30/09                                     |
| 10/01/09 - 10/15/09 | 10/30/09 | 10/05/09                               | 10/15/09                               | 10/15/09                                     |
| 10/16/09 - 10/31/09 | 11/13/09 | 10/20/09                               | 10/29/09                               | 10/29/09                                     |
| 11/01/09 - 11/15/09 | 11/30/09 | 11/03/09                               | 11/13/09                               | 11/13/09                                     |
| 11/16/09 - 11/30/09 | 12/15/09 | 11/17/09                               | 11/30/09                               | 11/30/09                                     |
| 12/01/09 - 12/15/09 | 12/31/09 | 12/03/09                               | 12/15/09                               | 12/15/09                                     |
| 12/16/09 - 12/31/09 | 01/15/10 | 12/18/09                               | 12/30/09                               | 12/30/09                                     |

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

**LAG PAYROLL - F53, F57, F67, F95, F65, F66**  
**DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2009**

| PAY PERIOD          | PAY DATE | PNF, G2, W/C, TDB                                      |  | Fringe                                    | Direct Deposit                      |
|---------------------|----------|--|--|---|-------------------------------------|
|                     |          | Chg, G2, W/C, TDB, Tax Forms to Payroll by 11:00 AM on | New Hires, Terminations* to Payroll by 11:00 AM on | D55, Meals, T/A to Payroll by 11:00 AM on | Form D-60 to Payroll by 11:00 AM on |
| 01/01/09 - 01/15/09 | 01/20/09 | 12/19/08   | 12/24/08   | 01/02/09                                  | 12/24/08                            |
| 01/16/09 - 01/31/09 | 02/05/09 | 01/07/09   | 01/14/09   | 01/20/09                                  | 01/14/09                            |
| 02/01/09 - 02/15/09 | 02/20/09 | 01/22/09   | 01/28/09   | 02/03/09                                  | 01/28/09                            |
| 02/16/09 - 02/28/09 | 03/05/09 | 02/06/09   | 02/10/09   | 02/18/09                                  | 02/10/09                            |
| 03/01/09 - 03/15/09 | 03/20/09 | 02/23/09   | 02/25/09   | 03/04/09                                  | 02/25/09                            |
| 03/16/09 - 03/31/09 | 04/03/09 | 03/10/09   | 03/12/09   | 03/18/09                                  | 03/12/09                            |
| 04/01/09 - 04/15/09 | 04/20/09 | 03/24/09   | 03/27/09   | 04/02/09                                  | 03/27/09                            |
| 04/16/09 - 04/30/09 | 05/05/09 | 04/08/09   | 04/13/09   | 04/17/09                                  | 04/13/09                            |
| 05/01/09 - 05/15/09 | 05/20/09 | 04/23/09   | 04/28/09   | 05/05/09                                  | 04/28/09                            |
| 05/16/09 - 05/31/09 | 06/05/09 | 05/08/09   | 05/12/09   | 05/20/09                                  | 05/12/09                            |
| 06/01/09 - 06/15/09 | 06/19/09 | 05/22/09   | 05/27/09   | 06/03/09                                  | 05/27/09                            |
| 06/16/09 - 06/30/09 | 07/02/09 | 06/08/09   | 06/12/09   | 06/17/09                                  | 06/12/09                            |
| 07/01/09 - 07/15/09 | 07/20/09 | 06/19/09   | 06/19/09   | 07/01/09                                  | 06/19/09                            |
| 07/16/09 - 07/31/09 | 08/05/09 | 07/09/09   | 07/09/09   | 07/17/09                                  | 07/09/09                            |
| 08/01/09 - 08/15/09 | 08/20/09 | 07/23/09   | 07/23/09   | 08/04/09                                  | 07/23/09                            |
| 08/16/09 - 08/31/09 | 09/04/09 | 08/07/09   | 08/07/09   | 08/18/09                                  | 08/07/09                            |
| 09/01/09 - 09/15/09 | 09/18/09 | 08/24/09   | 08/24/09   | 09/02/09                                  | 08/24/09                            |
| 09/16/09 - 09/30/09 | 10/05/09 | <b>09/04/09</b>  | <b>09/04/09</b>                                    | 09/17/09                                  | <b>09/04/09</b>                     |
| 10/01/09 - 10/15/09 | 10/20/09 | 09/21/09   | 09/28/09   | 10/02/09                                  | 09/28/09                            |
| 10/16/09 - 10/31/09 | 11/05/09 | 10/06/09   | 10/13/09   | 10/20/09                                  | 10/13/09                            |
| 11/01/09 - 11/15/09 | 11/20/09 | 10/22/09   | 10/26/09   | <b>11/03/09</b>                           | 10/26/09                            |
| 11/16/09 - 11/30/09 | 12/04/09 | <b>11/05/09</b>  | <b>11/10/09</b>                                    | <b>11/17/09</b>                           | <b>11/10/09</b>                     |
| 12/01/09 - 12/15/09 | 12/18/09 | 11/20/09   | <b>11/25/09</b>                                    | 12/03/09                                  | <b>11/25/09</b>                     |
| 12/16/09 - 12/31/09 | 01/05/10 | 12/07/09   | 12/11/09   | 12/17/09                                  | 12/11/09                            |
| 01/01/10 - 01/15/10 | 01/20/10 | 12/23/09   | 12/28/09   | 1/4/10*                                   | 12/28/09                            |

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

\*tentative

**LAG (AFTER-THE-FACT) PAYROLL - F55, F59, F69, F77, F78, F6N, F6O**  
**DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2009**

| PAY PERIOD           | PAY DATE | F55, F59, F69, F77, F78   |  |  |  | F6N, F6O                                     | Direct Deposit                             |
|----------------------|----------|---|--|--|--|--|--|
|                      |          | Changes, G2, W/C,<br>TDB, Tax Forms to<br>Payroll by 11:00 AM<br>on | New Hires,<br>Terminations to<br>Payroll by 11:00<br>AM on * | Report LWOP<br>to Payroll by<br>11:00 AM on: | Fringe   | Hourly                                       | Form D-60 to<br>Payroll by 11:00<br>Am on: |
|                      |          |   |  |  | D55, D56,<br>Meals, T/A to<br>Payroll by 11:00 | PNE, D-55 to<br>Payroll by 11:00<br>AM on ** |  |
| 12/16/08 - 12/31/08  | 01/20/09 | 12/19/08  | 12/24/08   | 01/02/09                                     | 01/02/09                                       | 01/02/09                                     | 12/24/08                                   |
| 01/01/09 - 01/15/09  | 02/05/09 | 01/07/09  | 01/14/09   | 01/21/09                                     | 01/20/09                                       | 01/20/09                                     | 01/14/09                                   |
| 01/16/09 - 01/31/09  | 02/20/09 | 01/22/09  | 01/28/09   | 02/03/09                                     | 02/03/09                                       | 02/03/09                                     | 01/28/09                                   |
| 02/01/09 - 02/15/09  | 03/05/09 | 02/06/09  | 02/10/09   | 02/18/09                                     | 02/18/09                                       | 02/18/09                                     | 02/10/09                                   |
| 02/16/09 - 2/29/2009 | 03/20/09 | 02/23/09  | 02/25/09   | 03/03/09                                     | 03/04/09                                       | 03/04/09                                     | 02/25/09                                   |
| 03/01/09 - 03/15/09  | 04/03/09 | 03/10/09  | 03/12/09   | 03/17/09                                     | 03/18/09                                       | 03/18/09                                     | 03/12/09                                   |
| 03/16/09 - 03/31/09  | 04/20/09 | 03/24/09  | 03/27/09   | 04/02/09                                     | 04/02/09                                       | 04/02/09                                     | 03/27/09                                   |
| 04/01/09 - 04/15/09  | 05/05/09 | 04/08/09  | 04/13/09   | 04/17/09                                     | 04/17/09                                       | 04/17/09                                     | 04/13/09                                   |
| 04/16/09 - 04/30/09  | 05/20/09 | 04/23/09  | 04/28/09   | 05/04/09                                     | 05/05/09                                       | 05/05/09                                     | 04/28/09                                   |
| 05/01/09 - 05/15/09  | 06/05/09 | 05/08/09  | 05/12/09   | 05/19/09                                     | 05/20/09                                       | 05/20/09                                     | 05/12/09                                   |
| 05/16/09 - 05/31/09  | 06/19/09 | 05/22/09  | 05/27/09   | 06/02/09                                     | 06/03/09                                       | 06/03/09                                     | 05/27/09                                   |
| 06/01/09 - 06/15/09  | 07/02/09 | 06/08/09  | 06/12/09   | 06/17/09                                     | 06/17/09                                       | 06/17/09                                     | 06/12/09                                   |
| 06/16/09 - 06/30/09  | 07/20/09 | 06/19/09  | 06/19/09   | 07/01/09                                     | 07/01/09                                       | 07/01/09                                     | 06/19/09                                   |
| 07/01/09 - 07/15/09  | 08/05/09 | 07/09/09  | 07/09/09   | 07/17/09                                     | 07/17/09                                       | 07/17/09                                     | 07/09/09                                   |
| 07/16/09 - 07/31/09  | 08/20/09 | 07/23/09  | 07/23/09   | 08/04/09                                     | 08/04/09                                       | 08/04/09                                     | 07/23/09                                   |
| 08/01/09 - 08/15/09  | 09/04/09 | 08/07/09  | 08/07/09   | 08/18/09                                     | 08/18/09                                       | 08/18/09                                     | 08/07/09                                   |
| 08/16/09 - 08/31/09  | 09/18/09 | 08/24/09  | 08/24/09   | 09/02/09                                     | 09/02/09                                       | 09/02/09                                     | 08/24/09                                   |
| 09/01/09 - 09/15/09  | 10/05/09 | 09/04/09  | 09/04/09   | 09/17/09                                     | 09/17/09                                       | 09/17/09                                     | 09/04/09                                   |
| 09/16/09 - 09/30/09  | 10/20/09 | 09/21/09  | 09/28/09   | 10/02/09                                     | 10/02/09                                       | 10/02/09                                     | 09/28/09                                   |
| 10/01/09 - 10/15/09  | 11/05/09 | 10/06/09  | 10/13/09   | 10/19/09                                     | 10/20/09                                       | 10/20/09                                     | 10/13/09                                   |
| 10/16/09 - 10/31/09  | 11/20/09 | 10/22/09  | 10/26/09   | 11/03/09                                     | 11/03/09                                       | 11/03/09                                     | 10/26/09                                   |
| 11/01/09 - 11/15/09  | 12/04/09 | 11/05/09  | 11/10/09   | 11/17/09                                     | 11/17/09                                       | 11/17/09                                     | 11/10/09                                   |
| 11/16/09 - 11/30/09  | 12/18/09 | 11/20/09  | 11/25/09   | 12/02/09                                     | 12/03/09                                       | 12/03/09                                     | 11/25/09                                   |
| 12/01/09 - 12/15/09  | 01/05/10 | 12/07/09  | 12/11/09   | 12/17/09                                     | 12/17/09                                       | 12/17/09                                     | 12/11/09                                   |
| 12/06/09 - 12/31/09  | 01/20/10 | 12/23/09  | 12/28/09   | 01/04/10                                     | 1/4/2010*                                      | 1/4/2010*                                    | 12/28/09                                   |

\* - 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.

\*tentative