

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 PNF, G2, W/C, TDB		Direct Deposit & Tax Forms
		Changes, G2, W/C, TDB to Payroll by 11:00 AM on	New Hires, Terminations to Payroll by 11:00 AM on *	Form D-60, Forms W-4 & HW4 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	11/06/09	11/10/09	11/10/09
12/01/09 - 12/15/09	12/15/09	11/20/09	11/27/09	11/27/09
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

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

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	11/18/09	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

**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 & Tax Forms
		Chg, G2, W/C, TDB 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, Forms W-4 & HW4 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	09/04/09	09/04/09	09/17/09	09/04/09
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	11/04/09	10/26/09
11/16/09 - 11/30/09	12/04/09	11/06/09	11/10/09	11/18/09	11/10/09
12/01/09 - 12/15/09	12/18/09	11/20/09	11/27/09	12/03/09	11/27/09
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 & Tax Forms Form D-60, Forms W-4 & HW4 to Payroll by 11:00 Am on:
		Changes, G2, W/C, TDB to Payroll by 11:00 AM on	New Hires, Terminations to Payroll by 11:00 AM on *	Report LWOP to Payroll by 11:00 AM on:	Fringe D55, D56, Meals, T/A to Payroll by 11:00	Hourly PNF, D-55 to Payroll by 11:00 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	11/04/09	11/04/09	10/26/09
11/01/09 - 11/15/09	12/04/09	11/06/09	11/10/09	11/17/09	11/18/09	11/18/09	11/10/09
11/16/09 - 11/30/09	12/18/09	11/20/09	11/27/09	12/02/09	12/03/09	12/03/09	11/27/09
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

**PAY SCHEDULE FOR CALENDAR YEAR 2009**

PAY DATE		PAY PERIOD (DATE EARNED)		
BU 07	LAG	BU 07 (F54, F58, F68, F94) LAG - BOR, NON BU 07 (F53, F57, F67, F95), LAG CIVIL SERVICE (F65, F66)	"AFTER-THE-FACT" LAG - BOR, NON BU 07 (F55, F59, F69), LAG CIVIL SERVICE (F77, F78)	BU 07 OVERLOAD (FF5) LAG - HOURLY (F6N, F6O) LAG - SCOPIS (FF1, FF2, FF3, FF4) *
12/31/08	01/05/09	12/16 - 12/31/08	12/01 - 12/15/08	12/01 - 12/15/08
01/15/09	01/20/09	01/01 - 01/15/09	12/16 - 12/31/08	12/16 - 12/31/08
01/30/09	02/05/09	01/16 - 01/31/09	01/01 - 01/15/09	01/01 - 01/15/09
02/13/09	02/20/09	02/01 - 02/15/09	01/16 - 01/31/09	01/16 - 01/31/09
02/27/09	03/05/09	02/16 - 02/28/09	02/01 - 02/15/09	02/01 - 02/15/09
03/13/09	03/20/09	03/01 - 03/15/09	02/16 - 02/28/09	02/16 - 02/28/09
03/31/09	04/03/09	03/16 - 03/31/09	03/01 - 03/15/09	03/01 - 03/15/09
04/15/09	04/20/09	04/01 - 04/15/09	03/16 - 03/31/09	03/16 - 03/31/09
04/30/09	05/05/09	04/16 - 04/30/09	04/01 - 04/15/09	04/01 - 04/15/09
05/15/09	05/20/09	05/01 - 05/15/09	04/16 - 04/30/09	04/16 - 04/30/09
05/29/09	06/05/09	05/16 - 05/31/09	05/01 - 05/15/09	05/01 - 05/15/09
06/15/09	06/19/09	06/01 - 06/15/09	05/16 - 05/31/09	05/16 - 05/31/09
06/30/09	07/02/09	06/16 - 06/30/09	06/01 - 06/15/09	06/01 - 06/15/09
07/15/09	07/20/09	07/01 - 07/15/09	06/16 - 06/30/09	06/16 - 06/30/09
07/31/09	08/05/09	07/16 - 07/31/09	07/01 - 07/15/09	07/01 - 07/15/09
08/14/09	08/20/09	08/01 - 08/15/09	07/16 - 07/31/09	07/16 - 07/31/09
08/31/09	09/04/09	08/16 - 08/31/09	08/01 - 08/15/09	08/01 - 08/15/09
09/15/09	09/18/09	09/01 - 09/15/09	08/16 - 08/31/09	08/16 - 08/31/09
09/30/09	10/05/09	09/16 - 09/30/09	09/01 - 09/15/09	09/01 - 09/15/09
10/15/09	10/20/09	10/01 - 10/15/09	09/16 - 09/30/09	09/16 - 09/30/09
10/30/09	11/05/09	10/16 - 10/31/09	10/01 - 10/15/09	10/01 - 10/15/09
11/13/09	11/20/09	11/01 - 11/15/09	10/16 - 10/31/09	10/16 - 10/31/09
11/30/09	12/04/09	11/16 - 11/30/09	11/01 - 11/15/09	11/01 - 11/15/09
12/15/09	12/18/09	12/01 - 12/15/09	11/16 - 11/30/09	11/16 - 11/30/09
12/31/09	01/05/10	12/16 - 12/31/09	12/01 - 12/15/09	12/01 - 12/15/09
01/15/10	01/20/10	01/01 - 01/15/10	12/16 - 12/31/09	12/16 - 12/31/09

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

**AUTO-TERM DATES FOR CALENDAR YEAR 2009  
BU 07 NON-LAG PAYROLL**

Non-Lag Pay Date	Payroll Deadline	If PR# = F54, F58, F68, or F94	
		and NTE Date =	Print Report on:
01/15/09	12/19/08	01/01 - 01/15/09	12/03/08
01/30/09	01/07/09	01/16 - 01/31/09	12/17/08
02/13/09	01/22/09	02/01 - 02/15/09	01/03/09
02/27/09	02/06/09	02/16 - 02/28/09	01/18/09
03/13/09	02/23/09	03/01 - 03/15/09	02/01/09
03/31/09	03/10/09	03/16 - 03/31/09	02/19/09
04/15/09	03/24/09	04/01 - 04/15/09	03/03/09
04/30/09	04/08/09	04/16 - 04/30/09	03/17/09
05/15/09	04/23/09	05/01 - 05/15/09	04/03/09
05/29/09	05/08/09	05/16 - 05/31/09	04/18/09
06/15/09	05/22/09	06/01 - 06/15/09	05/02/09
06/30/09	06/08/09	06/16 - 06/30/09	05/16/09
07/15/09	06/19/09	07/01 - 07/15/09	06/02/09
07/31/09	07/09/09	07/16 - 07/31/09	06/16/09
08/14/09	07/23/09	08/01 - 08/15/09	07/03/09
08/31/09	08/07/09	08/16 - 08/31/09	07/18/09
09/15/09	08/24/09	09/01 - 09/15/09	08/01/09
09/30/09	09/08/09	09/16 - 09/30/09	08/18/09
10/15/09	09/21/09	10/01 - 10/15/09	09/02/09
10/30/09	10/09/09	10/16 - 10/31/09	09/18/09
11/13/09	10/22/09	11/01 - 11/15/09	10/03/09
11/30/09	11/06/09	11/16 - 11/30/09	10/17/09
12/15/09	11/20/09	12/01 - 12/15/09	11/03/09
12/31/09	12/07/09	12/16 - 12/31/09	11/17/09
01/15/10	12/23/09	01/01 - 01/15/10	12/01/09

**AUTO-TERM DATES FOR CALENDAR YEAR 2009  
REGULAR LAG PAYROLL**

Lag Pay Date	Payroll Deadline	If PR# = F53, F57, F67, F65, F66, or F95 and NTE Date =	Print Report on:
01/20/09	12/19/08	01/01 - 01/15/09	12/03/08
02/05/09	01/07/09	01/16 - 01/31/09	12/17/08
02/20/09	01/22/09	02/01 - 02/15/09	01/03/09
03/05/09	02/06/09	02/16 - 02/28/09	01/18/09
03/20/09	02/23/09	03/01 - 03/15/09	02/01/09
04/05/06	03/10/09	03/16 - 03/31/09	02/19/09
04/20/09	03/24/09	04/01 - 04/15/09	03/03/09
05/05/09	04/08/09	04/16 - 04/30/09	03/17/09
05/20/09	04/23/09	05/01 - 05/15/09	04/03/09
06/05/09	05/08/09	05/16 - 05/31/09	04/18/09
06/19/09	05/22/09	06/01 - 06/15/09	05/02/09
07/02/09	06/08/09	06/16 - 06/30/09	05/16/09
07/20/09	06/19/09	07/01 - 07/15/09	06/02/09
08/05/09	07/09/09	07/16 - 07/31/09	06/16/09
08/20/09	07/23/09	08/01 - 08/15/09	07/03/09
09/04/09	08/07/09	08/16 - 08/31/09	07/18/09
09/18/09	08/24/09	09/01 - 09/15/09	08/01/09
10/05/09	09/04/09	09/16 - 09/30/09	08/18/09
10/20/09	09/21/09	10/01 - 10/15/09	09/02/09
11/05/09	10/06/09	10/16 - 10/31/09	09/18/09
11/20/09	10/22/09	11/01 - 11/15/09	10/03/09
12/04/09	11/06/09	11/16 - 11/30/09	10/17/09
12/18/09	11/20/09	12/01 - 12/15/09	11/03/09
01/05/10	12/07/09	12/16 - 12/31/09	11/17/09
01/20/10	12/23/09	01/01 - 01/15/10	12/01/09

**AUTO-TERM DATES FOR CALENDAR YEAR 2009  
"AFTER-THE-FACT" PAYROLL**

Lag Pay Date	Payroll Deadline	If PR# = F55, F59, F69, or F77	
		and NTE Date =	Print Report on:
01/20/09	12/19/08	12/16 - 12/31/08	12/03/08
02/05/09	01/07/09	01/01 - 01/15/09	12/17/08
02/20/09	01/22/09	01/16 - 01/31/09	01/03/09
03/05/09	02/06/09	02/01 - 02/15/09	01/18/09
03/20/09	02/23/09	02/16 - 02/28/09	02/01/09
04/05/09	03/10/09	03/01 - 03/15/09	02/19/09
04/20/09	03/24/09	03/16 - 03/31/09	03/03/09
05/05/09	04/08/09	04/01 - 04/15/09	03/17/09
05/20/09	04/23/09	04/16 - 04/30/09	04/03/09
06/05/09	05/08/09	05/01 - 05/15/09	04/18/09
06/19/09	05/22/09	05/16 - 05/31/09	05/02/09
07/02/09	06/08/09	06/01 - 06/15/09	05/16/09
07/20/09	06/19/09	06/16 - 06/30/09	06/02/09
08/05/09	07/09/09	07/01 - 07/15/09	06/16/09
08/20/09	07/23/09	07/16 - 07/31/09	07/03/09
09/04/09	08/07/09	08/01 - 08/15/09	07/18/09
09/18/09	08/24/09	08/16 - 08/31/09	08/01/09
10/05/09	09/04/09	09/01 - 09/15/09	08/18/09
10/20/09	09/21/09	09/16 - 09/30/09	09/02/09
11/05/09	10/06/09	10/01 - 10/15/09	09/18/09
11/20/09	10/22/09	10/16 - 10/31/09	10/03/09
12/04/09	11/06/09	11/01 - 11/15/09	10/17/09
12/18/09	11/20/09	11/16 - 11/30/09	11/03/09
01/05/10	12/07/09	12/01 - 12/15/09	11/17/09
01/20/10	12/23/09	12/16 - 12/31/09	12/01/09