

**NON-LAG PAYROLL (BARGAINING UNIT 07) F54, F58, F68, F94
DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2008**

PAY PERIOD	PAY DATE	NON-LAG (Faculty) P/R# F54, F58, F68, F94 PNE, 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:
01/01/08 - 01/15/08	01/15/08	12/19/07	12/26/07	12/27/07
01/16/08 - 01/31/08	01/31/08	01/07/08	01/11/08	01/11/08
02/01/08 - 02/15/08	02/15/08	01/22/08	01/29/08	01/29/08
02/16/08 - 02/29/08	02/29/08	02/07/08	02/11/08	02/11/08
03/01/08 - 03/15/08	03/14/08	02/20/08	02/26/08	02/26/08
03/16/08 - 03/31/08	03/31/08	03/06/08	03/11/08	03/11/08
04/01/08 - 04/15/08	04/15/08	03/20/08	03/27/08	03/27/08
04/16/08 - 04/30/08	04/30/08	04/07/08	04/11/08	04/11/08
05/01/08 - 05/15/08	05/15/08	04/21/08	04/28/08	04/28/08
05/16/08 - 05/31/08	05/30/08	05/06/08	05/12/08	05/12/08
06/01/08 - 06/15/08	06/13/08	05/21/08	05/27/08	05/27/08
06/16/08 - 06/30/08	06/30/08	06/05/08	06/10/08	06/10/08
07/01/08 - 07/15/08	07/15/08	06/20/08	06/20/08	06/20/08
07/16/08 - 07/31/08	07/31/08	07/09/08	07/09/08	07/09/08
08/01/08 - 08/15/08	08/14/08	07/23/08	07/23/08	07/23/08
08/16/08 - 08/31/08	08/29/08	08/06/08	08/06/08	08/06/08
09/01/08 - 09/15/08	09/15/08	08/21/08	08/21/08	08/21/08
09/16/08 - 09/30/08	09/30/08	09/09/08	09/09/08	09/09/08
10/01/08 - 10/15/08	10/15/08	09/19/08	09/26/08	09/26/08
10/16/08 - 10/31/08	10/31/08	10/08/08	10/15/08	10/15/08
11/01/08 - 11/15/08	11/14/08	10/20/08	10/24/08	10/24/08
11/16/08 - 11/30/08	11/28/08	11/06/08	11/10/08	11/10/08
12/01/08 - 12/15/08	12/15/08	11/20/08	11/25/08	11/25/08
12/16/08 - 12/31/08	12/31/08	12/05/08	12/11/08	12/11/08
01/01/09 - 01/15/09	01/15/09	12/19/08	12/24/08	12/24/08

**NON-LAG SCOPIS PAYROLL FF5
INPUT / DOCUMENT DUE DATES FOR CALENDAR YEAR 2008**

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
12/16/07 - 12/31/07	01/15/08	12/19/07	12/28/07	12/28/07
01/01/08 - 01/15/08	01/31/08	01/03/08	01/15/08	01/15/08
01/16/08 - 01/31/08	02/15/08	01/18/08	01/31/08	01/31/08
02/01/08 - 02/15/08	02/29/08	02/05/08	02/14/08	02/14/08
02/16/08 - 02/29/08	03/14/08	02/20/08	02/29/08	02/29/08
03/01/08 - 03/15/08	03/31/08	03/05/08	03/13/08	03/13/08
03/16/08 - 03/31/08	04/15/08	03/18/08	03/31/08	03/31/08
04/01/08 - 04/15/08	04/30/08	04/03/08	04/15/08	04/15/08
04/16/08 - 04/30/08	05/15/08	04/18/08	04/30/08	04/30/08
05/01/08 - 05/15/08	05/30/08	05/05/08	05/15/08	05/15/08
05/16/08 - 05/31/08	06/13/08	05/20/08	05/29/08	05/29/08
06/01/08 - 06/15/08	06/30/08	06/03/08	06/13/08	06/13/08
06/16/08 - 06/30/08	07/15/08	06/18/08	06/30/08	06/30/08
07/01/08 - 07/15/08	07/31/08	07/03/08	07/15/08	07/15/08
07/16/08 - 07/31/08	08/14/08	07/18/08	07/31/08	07/31/08
08/01/08 - 08/15/08	08/29/08	08/05/08	08/14/08	08/14/08
08/16/08 - 08/31/08	09/15/08	08/20/08	08/29/08	08/29/08
09/01/08 - 09/15/08	09/30/08	09/04/08	09/15/08	09/15/08
09/16/08 - 09/30/08	10/15/08	09/18/08	09/30/08	09/30/08
10/01/08 - 10/15/08	10/31/08	10/03/08	10/15/08	10/15/08
10/16/08 - 10/31/08	11/14/08	10/20/08	10/29/08	10/29/08
11/01/08 - 11/15/08	11/28/08	11/03/08	11/13/08	11/13/08
11/16/08 - 11/30/08	12/15/08	11/18/08	11/28/08	11/28/08
12/01/08 - 12/15/08	12/31/08	12/03/08	12/15/08	12/15/08
12/16/08 - 12/31/08	01/15/09	12/18/08	12/30/08	12/30/08

* - 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 2008

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, D56, Meals, T/A to Payroll by 11:00 AM on	Form D-60, Forms W-4 & HW4 to Payroll by 11:00 AM on
01/01/08 - 01/15/08	01/18/08	12/19/07	12/26/07	01/02/08	12/27/07
01/16/08 - 01/31/08	02/05/08	01/07/08	01/11/08	01/16/08	01/11/08
02/01/08 - 02/15/08	02/20/08	01/22/08	01/29/08	02/01/08	01/29/08
02/16/08 - 02/29/08	03/05/08	02/07/08	02/11/08	02/19/08	02/11/08
03/01/08 - 03/15/08	03/20/08	02/20/08	02/26/08	03/03/08	02/26/08
03/16/08 - 03/31/08	04/04/08	03/06/08	03/11/08	03/17/08	03/11/08
04/01/08 - 04/15/08	04/18/08	03/20/08	03/27/08	04/01/08	03/27/08
04/16/08 - 04/30/08	05/05/08	04/07/08	04/11/08	04/16/08	04/11/08
05/01/08 - 05/15/08	05/20/08	04/21/08	04/28/08	05/02/08	04/28/08
05/16/08 - 05/31/08	06/05/08	05/06/08	05/12/08	05/19/08	05/12/08
06/01/08 - 06/15/08	06/20/08	05/21/08	05/27/08	06/02/08	05/27/08
06/16/08 - 06/30/08	07/03/08	06/05/08	06/10/08	06/16/08	06/10/08
07/01/08 - 07/15/08	07/18/08	06/20/08	06/20/08	07/01/08	06/20/08
07/16/08 - 07/31/08	08/05/08	07/09/08	07/09/08	07/17/08	07/09/08
08/01/08 - 08/15/08	08/20/08	07/23/08	07/23/08	08/01/08	07/23/08
08/16/08 - 08/31/08	09/05/08	08/06/08	08/06/08	08/19/08	08/06/08
09/01/08 - 09/15/08	09/19/08	08/21/08	08/21/08	09/03/08	08/21/08
09/16/08 - 09/30/08	10/03/08	09/09/08	09/09/08	09/17/08	09/09/08
10/01/08 - 10/15/08	10/20/08	09/19/08	09/26/08	10/02/08	09/26/08
10/16/08 - 10/31/08	11/05/08	10/08/08	10/15/08	10/16/08	10/15/08
11/01/08 - 11/15/08	11/20/08	10/20/08	10/24/08	11/03/08	10/24/08
11/16/08 - 11/30/08	12/05/08	11/06/08	11/10/08	11/18/08	11/10/08
12/01/08 - 12/15/08	12/19/08	11/20/08	11/25/08	12/03/08	11/25/08
12/16/08 - 12/31/08	01/05/09	12/05/08	12/11/08	12/17/08	12/11/08
01/01/09 - 01/15/09	01/20/09	12/19/08	12/24/08	1/2/09*	12/24/08

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

*tentative

LAG (AFTER-THE-FACT) PAYROLL - F55, F59, F69, F77, F78, F6N, F6O
DUE DATES OF DOCUMENTS INTO PAYROLL OFFICE FOR CALENDAR YEAR 2008

PAY PERIOD	PAY DATE	F55, F59, F69, F77, F78					F6N, F6O	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 *	Report LWOP to Payroll by 11:00 AM on:	Fringe	Hourly	Form D-60, Forms W-4 & HW4 to Payroll by 11:00 AM on:	
					D55, D56, Meals, T/A to Payroll by 11:00 AM on	PNF, D-55 to Payroll by 11:00 AM on **		
12/16/07 - 12/31/07	01/18/08	12/19/07	12/26/07	01/03/08	01/02/08	01/03/08	12/27/07	
01/01/08 - 01/15/08	02/05/08	01/07/08	01/11/08	01/17/08	01/16/08	01/17/08	01/11/08	
01/16/08 - 01/31/08	02/20/08	01/22/08	01/29/08	02/04/08	02/01/08	02/01/08	01/29/08	
02/01/08 - 02/15/08	03/05/08	02/07/08	02/11/08	02/19/08	02/19/08	02/19/08	02/11/08	
02/16/08 - 02/29/08	03/20/08	02/20/08	02/26/08	03/05/08	03/03/08	03/05/08	02/26/08	
03/01/08 - 03/15/08	04/04/08	03/06/08	03/11/08	03/18/08	03/17/08	03/18/08	03/11/08	
03/16/08 - 03/31/08	04/18/08	03/20/08	03/27/08	04/03/08	04/01/08	04/03/08	03/27/08	
04/01/08 - 04/15/08	05/05/08	04/07/08	04/11/08	04/18/08	04/16/08	04/18/08	04/11/08	
04/16/08 - 04/30/08	05/20/08	04/21/08	04/28/08	05/05/08	05/02/08	05/05/08	04/28/08	
05/01/08 - 05/15/08	06/05/08	05/06/08	05/12/08	05/20/08	05/19/08	05/20/08	05/12/08	
05/16/08 - 05/31/08	06/20/08	05/21/08	05/27/08	06/04/08	06/02/08	06/04/08	05/27/08	
06/01/08 - 06/15/08	07/03/08	06/05/08	06/10/08	06/18/08	06/16/08	06/17/08	06/10/08	
06/16/08 - 06/30/08	07/18/08	06/20/08	06/20/08	07/02/08	07/01/08	07/03/08	06/20/08	
07/01/08 - 07/15/08	08/05/08	07/09/08	07/09/08	07/21/08	07/17/08	07/18/08	07/09/08	
07/16/08 - 07/31/08	08/20/08	07/23/08	07/23/08	08/04/08	08/01/08	08/04/08	07/23/08	
08/01/08 - 08/15/08	09/05/08	08/06/08	08/06/08	08/20/08	08/19/08	08/20/08	08/06/08	
08/16/08 - 08/31/08	09/19/08	08/21/08	08/21/08	09/04/08	09/03/08	09/04/08	08/21/08	
09/01/08 - 09/15/08	10/03/08	09/09/08	09/09/08	09/18/08	09/17/08	09/18/08	09/09/08	
09/16/08 - 09/30/08	10/20/08	09/19/08	09/26/08	10/03/08	10/02/08	10/03/08	09/26/08	
10/01/08 - 10/15/08	11/05/08	10/08/08	10/15/08	10/20/08	10/16/08	10/17/08	10/15/08	
10/16/08 - 10/31/08	11/20/08	10/20/08	10/24/08	11/03/08	11/03/08	11/05/08	10/24/08	
11/01/08 - 11/15/08	12/05/08	11/06/08	11/10/08	11/19/08	11/18/08	11/19/08	11/10/08	
11/16/08 - 11/30/08	12/19/08	11/20/08	11/25/08	12/04/08	12/03/08	12/04/08	11/25/08	
12/01/08 - 12/15/08	01/05/09	12/05/08	12/11/08	12/17/08	12/17/08	12/18/08	12/11/08	
12/06/08 - 12/31/08	01/20/09	12/19/08	12/24/08	1/2/2009*	1/2/09*	1/5/2009*	12/24/08	

* - 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 2008

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

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