

DAVID Y. IGE  
GOVERNOR



DOUGLAS MURDOCK  
Comptroller

AUDREY HIDANO  
Deputy Comptroller

**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

October 20, 2015

**COMPTROLLER'S MEMORANDUM NO. 2015-22**

TO: Heads of Departments and Agencies

ATTN: Payroll Offices

FROM: Douglas Murdock, Comptroller

SUBJECT: Payroll Change Schedule Due Dates for January to December 2016

The attached "Payroll Change Schedule Due Dates for January to December 2016" 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 <sup>th</sup> workday before payday, in which payment action occurs, by 4:00 p.m.
Hourly	The 7 <sup>th</sup> workday before payday, in which payment action occurs, by 12 noon.
Fringe	The 7 <sup>th</sup> workday before payday, in which payment action occurs, by 12 noon.
Supplemental	The 7 <sup>th</sup> workday before payday, in which payment action occurs, by 12 noon. Supplemental payrolls submitted <u>after this deadline 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 4<sup>th</sup> 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.

Attachment

**PAYROLL CHANGE SCHEDULE DUE DATES FOR CALENDER YEAR 2016**

PAY PERIOD ENDING	ACTUAL PAY DATE	REGULAR PCS DUE 4:00 PM	HOURLY/ FRINGE PCS DUE 12 NOON
12/31/15	01/05/16	12/21/15	12/23/15
01/15/16	01/20/16	01/06/16	01/08/16
01/31/16	02/05/16	01/25/16	01/27/16
02/15/16	02/19/16	02/05/16	02/09/16
02/29/16	03/04/16	02/22/16	02/24/16
03/15/16	03/18/16	03/07/16	03/09/16
03/31/16	04/05/16	03/22/16	03/24/16
04/15/16	04/20/16	04/07/16	04/11/16
04/30/16	05/05/16	04/22/16	04/26/16
05/15/16	05/20/16	05/09/16	05/11/16
05/31/16	06/03/16	05/20/16	05/24/16
06/15/16	06/20/16	06/06/16	06/08/16
06/30/16	07/05/16	06/21/16	06/23/16
07/15/16	07/20/16	07/07/16	07/11/16
07/31/16	08/05/16	07/25/16	07/27/16
08/15/16	08/18/16	08/05/16	08/09/16
08/31/16	09/02/16	08/22/16	08/24/16
09/15/16	09/20/16	09/07/16	09/09/16
09/30/16	10/05/16	09/22/16	09/26/16
10/15/16	10/20/16	10/07/16	10/11/16
10/31/16	11/04/16	10/24/16	10/26/16
11/15/16	11/18/16	11/03/16	11/07/16
11/30/16	12/05/16	11/21/16	11/23/16
12/15/16	12/20/16	12/07/16	12/09/16