

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)  
PROCESSING SCHEDULE **FOR 2012-2013** (revised 5/16/12)

| A.<br><u>MONTH</u><br><br>FOR BUS<br>PASS /<br>HANDI-<br>VAN FARE<br>COUPONS/<br>VANPOOL<br>HAWAII<br>SEAT FEE | B.<br><u>DEPARTMENT<br/>COORDINATOR</u><br><br>DEADLINE TO INPUT<br>ENROLLMENT /<br>CANCELLATION INTO<br>PRE-TAX<br>TRANSPORTATION<br>BENEFIT PROGRAM<br>SYSTEM | C.<br><u>HRD/EAO</u><br><br>DISABLE INPUT<br>SCREEN | D.<br><u>DHRD/EAO</u><br><br>PRINT &<br>SEND<br>SIGNED<br>CERTIFIED<br>LIST TO<br>DAGS<br>PRE-<br>AUDIT | E.<br><u>ICSD/ISO</u><br><br>REFRESH<br>PRE-TAX<br>TRANSPORTATION<br>SYSTEM TO<br>REFLECT BUS<br>PASS, HANDI-VAN<br>FARE COUPON<br>AND VANPOOL<br>HAWAII VOUCHER<br>COUNT | F.<br><u>DEPARTMENT<br/>COORDINATOR</u><br><br>DATE TO EMAIL<br>BUS PASS, HANDI-<br>VAN FARE<br>COUPON AND<br>VANPOOL HAWAII<br>VOUCHER<br>COUNTS/ORDERS<br>TO TheBUS<br><i>{Refer to your<br/>Re-Order Report}</i> | G.<br><u>TheBUS</u><br><br>BUS PASS,<br>HANDI-VAN<br>FARE<br>COUPONS<br>AND<br>VOUCHER<br>DELIVERY<br>DATES<br>TO<br>COORDI-<br>NATORS | H.<br><u>DEPARTMENT<br/>COORDINATOR<br/>AND/OR FISCAL<br/>OFFICE</u><br><br>DISTRIBUTE BUS<br>PASSES, FARE<br>COUPONS AND<br>VOUCHERS TO<br>EMPLOYEES AND<br>REMIT PAYMENT<br>CHECK TO TheBUS |
|--|---|---|---|---|---|--|---|
| JUL '12  | 5/30/12 – 12:00 noon  | 5/30/12 – 12:00 noon                                | 5/31/12   | 6/01/12   | 6/06/12 – 4 pm  | 6/14/12  | 6/20/12   |
| AUG '12  | 6/28/12 – 12:00 noon  | 6/28/12 – 12:00 noon                                | 6/29/12   | 7/02/12   | 7/06/12 – 4 pm  | 7/13/12  | 7/20/12   |
| SEPT '12   | 7/30/12 – 12:00 noon  | 7/30/12 – 12:00 noon                                | 7/31/12   | 8/01/12   | 8/07/12 – 4 pm  | 8/14/12  | 8/20/12   |
| OCT '12  | 8/30/12 – 12:00 noon  | 8/30/12 – 12:00 noon                                | 8/31/12   | 9/04/12   | 9/07/12 – 4 pm  | 9/14/12  | 9/20/12   |
| NOV '12  | 9/27/12 – 12:00 noon  | 9/27/12 – 12:00 noon                                | 9/28/12   | 10/01/12  | 10/08/12 – 4 pm   | 10/15/12   | 10/19/12  |
| DEC '12  | 10/30/12 – 12:00 noon   | 10/30/12 – 12:00 noon                               | 10/31/12  | 11/01/12  | 11/07/12 – 4 pm   | 11/14/12   | 11/20/12  |
| JAN '13  | 11/29/12 – 12:00 noon   | 11/29/12 – 12:00 noon                               | 11/30/12  | 12/03/12  | 12/07/12 – 4 pm   | 12/14/12   | 12/20/12  |
| FEB '13  | 12/28/12 – 12:00 noon   | 12/28/12 – 12:00 noon                               | 12/31/12  | 1/02/13   | 1/09/13 – 4 pm  | 1/16/13  | 1/18/13   |
| MAR '13  | 1/30/13 – 12:00 noon  | 1/30/13 – 12:00 noon                                | 1/31/13   | 2/01/13   | 2/07/13 – 4 pm  | 2/14/13  | 2/20/13   |
| APR '13  | 2/27/13 – 12:00 noon  | 2/27/13 – 12:00 noon                                | 2/28/13   | 3/01/13   | 3/08/13 – 4 pm  | 3/15/13  | 3/20/13   |
| MAY '13  | 3/27/13 – 12:00 noon  | 3/27/13 – 12:00 noon                                | 3/28/13   | 4/01/13   | 4/05/13 – 4 pm  | 4/12/13  | 4/19/13   |
| JUN '13  | 4/29/13 – 12:00 noon  | 4/29/13 – 12:00 noon                                | 4/30/13   | 5/01/13   | 5/08/13 – 4 pm  | 5/15/13  | 5/20/13   |
| JUL '13  | 5/30/13 – 12:00 noon  | 5/30/13 – 12:00 noon                                | 5/31/13   | 6/03/13   | 6/07/13 – 4 pm  | 6/14/13  | 6/20/13   |

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