

**2013 Schedule for Post-Separation Vacation Pay Deferrals
to the State of Hawaii Deferred Compensation Plan**

A. Pay Period in which employee's date of separation from service (COB Date) occurs+	B. Deadline for Department Personnel or Payroll Office to provide employee audited final vacation payout amount OR if unable to audit leave records and/or process vacation payout by target date	C. Deadline for employee to submit and finalize paperwork with ING for vacation pay deferral set-Up	D. Deadline for employee to rescind request for deferral with ING	E. Deadline for Department Payroll Office to submit vacation payout to DAGS-Central Payroll for target payout date	F. Target pay date of vacation payout by State and deferral by ING
Jan. 1-15	Feb. 11	Feb. 15	Feb. 22	Mar. 7	Mar. 20
Jan. 16-31	Feb. 25	Mar. 5	Mar. 8	Mar. 21	Apr. 5
Feb. 1-15	Mar. 15	Mar. 20	Mar. 22	Apr. 8	Apr. 19
Feb. 16-29	Mar. 28	Apr. 5	Apr. 11	Apr. 22	May 3
Mar. 1-15	Apr. 12	Apr. 19	Apr. 25	May 7	May 20
Mar. 15-31	Apr. 26	May 3	May 10	May 22	June 5
Apr. 1-15	May 13	May 17	May 24	June 6	June 20
Apr. 16-30	May 24	June 5	June 10	June 21	July 5
May 1-15	June 14	June 20	June 24	July 8	July 19
May 16-31	June 28	July 5	July 11	July 23	Aug. 5
June 1-15	July 12	July 19	July 25	Aug. 6	Aug. 20
June 16-30	July 30	Aug. 2	Aug. 9	Aug. 22	Sept. 5
July 1-15	Aug. 13	Aug. 15	Aug. 23	Sept. 9	Sept. 20
July 16-31	Aug. 30	Sept. 5	Sept. 10	Sept. 23	Oct. 4
Aug. 1-15	Sept. 13	Sept. 20	Sept. 26	Oct. 7	Oct. 18
Aug. 16-31	Sept. 27	Oct. 4	Oct. 10	Oct. 23	Nov. 5
Sept. 1-15	Oct. 15	Oct. 18	Oct. 25	Nov. 6	Nov. 20
Sept. 16-30	Oct. 31	Nov. 5	Nov. 8	Nov. 21	Dec. 5
Oct. 1-15	Oct. 31	Nov. 5	Nov. 8	Nov. 21	Dec. 5
Oct. 16-31	Nov. 15	Nov. 19	Nov. 22		Dec. 20
Nov. 1-15	Nov. 29	Dec. 3	Dec. 6		Jan. 3, 2014
Nov. 16-30	Dec. 13	Dec. 17	Dec. 20		Jan. 17, 2014
Dec. 1-15	Dec. 27	Jan. 6, 2014	Jan. 10, 2014		Feb. 5, 2014
Dec. 16-31	Jan. 14, 2014	Jan. 17, 2014	Jan. 24, 2013		Feb. 20, 2014

The shaded rows above indicate that for separations occurring in the noted Pay Periods any vacation deferral must be completed within 2-1/2 months from the employee's date of separation (COB Date); therefore, the deadline dates outlined in that portion of the schedule must be followed.

+ - Note: Request for Post-Separation Vacation Pay Deferral Forms must be submitted to Department Personnel Office and ING no later than fourteen (14) days prior to your last date of employment (unless waived by your Department Personnel and Payroll Office).