

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)
PROCESSING SCHEDULE **FOR 2014-2015**

A. <u>MONTH</u> FOR BUS PASS / HANDI- VAN FARE COUPONS/ VANPOOL SEAT FEE	B. <u>DEPARTMENT COORDINATOR</u> DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PROGRAM SYSTEM	C. <u>DHRD/EAO</u> DISABLE INPUT SCREEN	D. <u>DHRD/EAO</u> PRINT & SEND SIGNED CERTIFIED LIST TO DAGS PRE- AUDIT	E. <u>ICSD/ISO</u> REFRESH PRE-TAX TRANSPORTATION SYSTEM TO REFLECT BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL VOUCHER COUNT	F. <u>DEPARTMENT COORDINATOR</u> DATE TO EMAIL BUS PASS, HANDI- VAN FARE COUPON AND VANPOOL VOUCHER COUNTS/ORDERS TO TheBUS <i>{Refer to your Re-Order Report}</i>	G. <u>TheBUS</u> BUS PASS, HANDI-VAN FARE COUPONS AND VOUCHER DELIVERY DATES TO COORDI- NATORS	H. <u>DEPARTMENT COORDINATOR AND/OR FISCAL OFFICE</u> DISTRIBUTE BUS PASSES, FARE COUPONS AND VOUCHERS TO EMPLOYEES AND REMIT PAYMENT CHECK TO TheBUS
JUL '14	5/29/14 – 12:00 noon	5/29/14 – 12:00 noon	5/30/14	6/02/14	6/06/14 – 4 pm	6/13/14	6/20/14
AUG '14	6/27/14 – 12:00 noon	6/27/14 – 12:00 noon	6/30/14	7/01/14	7/08/14 – 4 pm	7/14/14	7/18/14
SEPT '14	7/30/14 – 12:00 noon	7/30/14 – 12:00 noon	7/31/14	8/01/14	8/07/14 – 4 pm	8/14/14	8/20/14
OCT '14	8/28/14 – 12:00 noon	8/28/14 – 12:00 noon	8/29/14	9/02/14	9/08/14 – 4 pm	9/12/14	9/19/14
NOV '14	9/29/14 – 12:00 noon	9/29/14 – 12:00 noon	9/30/14	10/01/14	10/07/14 – 4 pm	10/14/14	10/20/14
DEC '14	10/30/14 – 12:00 noon	10/30/14 – 12:00 noon	10/31/14	11/03/14	11/10/14 – 4 pm	11/17/14	11/20/14
JAN '15	11/26/14 – 12:00 noon	11/26/14 – 12:00 noon	11/28/14	12/01/14	12/05/14 – 4 pm	12/12/14	12/19/14
FEB '15	12/30/14 – 12:00 noon	12/30/14 – 12:00 noon	12/31/14	1/02/15	1/08/15 – 4 pm	1/14/15	1/20/15
MAR '15	1/29/15 – 12:00 noon	1/29/15 – 12:00 noon	1/30/15	2/02/15	2/06/15 – 4 pm	2/13/15	2/20/15
APR '15	2/26/15 – 12:00 noon	2/26/15 – 12:00 noon	2/27/15	3/02/15	3/06/15 – 4 pm	3/13/15	3/20/15
MAY '15	3/30/15 – 12:00 noon	3/30/15 – 12:00 noon	3/31/15	4/01/15	4/08/15 – 4 pm	4/14/15	4/20/15
JUN '15	4/29/15 – 12:00 noon	4/29/15 – 12:00 noon	4/30/15	5/01/15	5/07/15 – 4 pm	5/14/15	5/20/15
JUL '15	5/28/15 – 12:00 noon	5/28/15 – 12:00 noon	5/29/15	6/01/15	6/05/15 – 4 pm	6/12/15	6/19/15

E-MAIL ORDERS TO:

Raelyne Kamaka at raelyne.kamaka@thebus.org
cc: Jenny Schwartz at jenny.schwartz@thebus.org
cc: Tom Enomoto at tom.enomoto@thebus.org

MAIL PAYMENT CHECKS TO:

OTS, Inc., TheBus Customer Service
811 Middle Street
Honolulu, HI 96819
ATTN: Raelyne Kamaka