

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)
PROCESSING SCHEDULE **FOR 2013-2014**

A. MONTH FOR BUS PASS / HANDI- VAN FARE COUPONS/ VANPOOL HAWAII SEAT FEE	B. DEPARTMENT COORDINATOR DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PROGRAM SYSTEM	C. DHRD/EAO DISABLE INPUT SCREEN	D. DHRD/EAO PRINT & SEND SIGNED CERTIFIED LIST TO DAGS PRE- AUDIT	E. ICSD/ISO REFRESH PRE-TAX TRANSPORTATION SYSTEM TO REFLECT BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL HAWAII VOUCHER COUNT	F. DEPARTMENT COORDINATOR DATE TO EMAIL BUS PASS, HANDI- VAN FARE COUPON AND VANPOOL HAWAII VOUCHER COUNTS/ORDERS TO TheBUS <i>{Refer to your Re-Order Report}</i>	G. TheBUS BUS PASS, HANDI-VAN FARE COUPONS AND VOUCHER DELIVERY DATES TO COORDI- NATORS	H. DEPARTMENT COORDINATOR AND/OR FISCAL OFFICE DISTRIBUTE BUS PASSES, FARE COUPONS AND VOUCHERS TO EMPLOYEES AND REMIT PAYMENT CHECK TO TheBUS
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	6/12/13	6/20/13
AUG '13	6/27/13 – 12:00 noon	6/27/13 – 12:00 noon	6/28/13	7/01/13	7/08/13 – 4 pm	7/15/13	7/19/13
SEPT '13	7/30/13 – 12:00 noon	7/30/13 – 12:00 noon	7/31/13	8/01/13	8/07/13 – 4 pm	8/14/13	8/20/13
OCT '13	8/29/13 – 12:00 noon	8/29/13 – 12:00 noon	8/30/13	9/03/13	9/06/13 – 4 pm	9/13/13	9/20/13
NOV '13	9/27/13 – 12:00 noon	9/27/13 – 12:00 noon	9/30/13	10/01/13	10/07/13 – 4 pm	10/14/13	10/18/13
DEC '13	10/30/13 – 12:00 noon	10/30/13 – 12:00 noon	10/31/13	11/01/13	11/07/13 – 4 pm	11/14/13	11/20/13
JAN '14	11/27/13 – 12:00 noon	11/27/13 – 12:00 noon	11/29/13	12/02/13	12/06/13 – 4 pm	12/13/13	12/20/13
FEB '14	12/30/13 – 12:00 noon	12/30/13 – 12:00 noon	12/31/13	1/02/14	1/06/14 – 4 pm	1/13/14	1/17/14
MAR '14	1/30/14 – 12:00 noon	1/30/14 – 12:00 noon	1/31/14	2/03/14	2/07/14 – 4 pm	2/14/14	2/20/14
APR '14	2/27/14 – 12:00 noon	2/27/14 – 12:00 noon	2/28/14	3/03/14	3/07/14 – 4 pm	3/14/14	3/20/14
MAY '14	3/28/14 – 12:00 noon	3/28/14 – 12:00 noon	3/31/14	4/01/14	4/04/14 – 4 pm	4/11/14	4/17/14
JUN '14	4/29/14 – 12:00 noon	4/29/14 – 12:00 noon	4/30/14	5/01/14	5/07/14 – 4 pm	5/14/14	5/20/14
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

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