

**2016 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 Prudential for vacation pay deferral set-Up	D. Deadline for employee to rescind request for deferral with Prudential	E. Target pay date of vacation payout by State and deferral by Prudential
Jan. 1-15	Feb. 11	Feb. 19	Feb. 23	Mar. 18
Jan. 16-31	Feb. 25	Mar. 7	Mar. 10	Apr. 5
Feb. 1-15	Mar. 11	Mar. 18	Mar. 23	Apr. 20
Feb. 16-29	Mar. 28	Apr. 7	Apr. 11	May 5
Mar. 1-15	Apr. 11	Apr. 18	Apr. 22	May 20
Mar. 15-31	Apr. 27	May 4	May 9	June 3
Apr. 1-15	May 12	May 19	May 23	June 20
Apr. 16-30	May 25	June 2	June 6	July 5
May 1-15	June 13	June 17	June 22	July 20
May 16-31	June 24	July 1	July 7	Aug. 5
June 1-15	July 11	July 15	July 21	Aug. 18
June 16-30	July 29	Aug. 5	Aug. 9	Sept. 2
July 1-15	Aug. 12	Aug. 18	Aug. 23	Sept. 20
July 16-31	Aug. 26	Sept. 6	Sept. 9	Oct. 5
Aug. 1-15	Sept. 14	Sept. 21	Sept. 26	Oct. 20
Aug. 16-31	Sept. 26	Oct. 4	Oct. 7	Nov. 4
Sept. 1-15	Oct. 14	Oct. 21	Oct. 25	Nov. 18
Sept. 16-30	Oct. 28	Nov. 4	Nov. 9	Dec. 5
Oct. 1-15	Oct. 28	Nov. 4	Nov. 9	Dec. 5
Oct. 16-31	Nov. 10	Nov. 17	Nov. 21	Dec. 20
Nov. 1-15	Nov. 25	Dec. 2	Dec. 7	Jan. 5, 2017
Nov. 16-30	Dec. 9	Dec. 16	Dec. 22	Jan. 20, 2017
Dec. 1-15	Dec. 23	Dec 29	Jan. 6, 2017	Feb.3, 2017
Dec. 16-31	Jan. 13, 2017	Jan. 19, 2017	Jan. 23, 2017	Feb. 17, 2017

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 Prudential no later than fourteen (14) days prior to your last date of employment (unless waived by your Department Personnel and Payroll Office).

** Department Personnel and Payroll Offices): When submitting the vacation payout to DAGS-Central Payroll, please follow the deadlines for each corresponding target pay date in the Payroll Change Schedule issued by the Comptroller in Comptroller's Memorandum No. 2014-23.*