

**2018 Schedule for Post-Separation Vacation Pay Deferrals
to the State of Hawaii Deferred Compensation Plan**

A. Pay Period in which employee's effective date of separation from service 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. 8	Feb. 15	Feb. 21	Mar. 20
Jan. 16-31	Feb. 26	Mar. 5	Mar. 8	Apr. 5
Feb. 1-15	Mar. 9	Mar. 16	Mar. 21	Apr. 20
Feb. 16-28	Mar. 23	Apr. 3	Apr. 6	May 4
Mar. 1-15	Apr. 11	Apr. 18	Apr. 23	May 18
Mar. 15-31	Apr. 26	May 3	May 8	June 5
Apr. 1-15	May 11	May 18	May 23	June 20
Apr. 16-30	May 25	June 4	June 7	July 5
May 1-15	June 12	June 19	June 22	July 20
May 16-31	June 25	July 2	July 6	Aug. 3
June 1-15	July 12	July 19	July 24	Aug. 20
June 16-30	July 26	Aug. 2	Aug. 7	Sept. 5
July 1-15	Aug. 10	Aug. 20	Aug. 23	Sept. 20
July 16-31	Aug. 27	Sept. 4	Sept. 7	Oct. 5
Aug. 1-15	Sept. 11	Sept. 18	Sept. 21	Oct. 19
Aug. 16-31	Sept. 26	Oct. 3	Oct. 8	Nov. 5
Sept. 1-15	Oct. 12	Oct. 19	Oct. 24	Nov. 20
Sept. 16-30	Oct. 25	Nov. 1	Nov. 7	Dec. 5
Oct. 1-15	Oct. 25	Nov. 1	Nov. 7	Dec. 5
Oct. 16-31	Nov. 9	Nov. 19	Nov. 23	Dec. 20
Nov. 1-15	Nov. 27	Dec. 4	Dec. 7	Jan. 4, 2019
Nov. 16-30	Dec. 11	Dec. 18	Dec. 21	Jan. 18, 2019
Dec. 1-15	Dec. 26	Jan. 3, 2019	Jan. 8, 2019	Feb. 5, 2019
Dec. 16-31	Jan. 11, 2019	Jan. 18, 2019	Jan. 24, 2019	Feb. 20, 2019

IRS regulation requires deferrals to take place within 2-1/2 months (approximately 75 calendar days) from the effective date of separation from service or by the end of the calendar year in which your separation from service takes place, whichever is later. NOTE: If the effective date of separation falls during the shaded timeframe, the payout may be carried over into the following year to take advantage of the following's year's deferral limits, if within 2-1/2 months. Please work with your Department Personnel Office and Prudential to coordinate the appropriate target pay date.

+ - 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. 2017-25.*