

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)  
PROCESSING SCHEDULE FOR **2018-2019**

<b>A. MONTH</b>	<b>B. <u>DEPARTMENT COORDINATOR</u></b>	<b>C. <u>ETS/ISO</u></b>	<b>D. <u>DHRD/EAO</u></b>	<b>E. <u>ETS/ISO</u></b>	<b>F. <u>DEPARTMENT COORDINATOR</u></b>	<b>G. <u>TheBUS</u></b>	<b>H. <u>DEPARTMENT COORDINATOR AND/OR FISCAL OFFICE</u></b>
FOR BUS PASS / HANDI- VAN FARE COUPONS / VANPOOL VOUCHER	DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PROGRAM SYSTEM	DISABLE INPUT SCREEN	PRINT & SEND SIGNED CERTIFIED LIST TO DAGS PRE- AUDIT	REFRESH PRE-TAX TRANSPORTATION SYSTEM TO REFLECT BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL VOUCHER COUNT	DATE TO EMAIL BUS PASS, HANDI- VAN FARE COUPON AND VANPOOL VOUCHER COUNTS/ORDERS TO TheBUS <i>{Refer to your Re-Order Report}</i>	BUS PASS, FARE COUPONS AND VANPOOL VOUCHER DELIVERY TO COORDI- NATORS	DISTRIBUTE BUS PASSES, FARE COUPONS AND VOUCHERS TO EMPLOYEES AND REMIT PAYMENT CHECK TO TheBUS
JUL '18	5/30/18 – 7:00 pm	5/30/18 – 7:00 pm	5/31/18	6/01/18	6/06/18 – 4 pm	6/14/18	6/20/18
AUG '18	6/28/18 – 7:00 pm	6/28/18 – 7:00 pm	6/29/18	7/02/18	7/06/18 – 4 pm	7/13/18	7/20/18
SEPT '18	7/30/18 – 7:00 pm	7/30/18 – 7:00 pm	7/31/18	8/01/18	8/06/18 – 4 pm	8/13/18	8/20/18
OCT '18	8/30/18 – 7:00 pm	8/30/18 – 7:00 pm	8/31/18	9/04/18	9/06/18 – 4 pm	9/13/18	9/20/18
NOV '18	9/27/18 – 7:00 pm	9/27/18 – 7:00 pm	9/28/18	10/01/18	10/05/18 – 4 pm	10/15/18	10/19/18
DEC '18	10/30/18 – 7:00 pm	10/30/18 – 7:00 pm	10/31/18	11/01/18	11/05/18 – 4 pm	11/13/18	11/20/18
JAN '19	11/29/18 – 7:00 pm	11/29/18 – 7:00 pm	11/30/18	12/03/18	12/06/18 – 4 pm	12/13/18	12/20/18
FEB '19	12/28/18 – 7:00 pm	12/28/18 – 7:00 pm	12/31/18	1/02/19	1/04/19 – 4 pm	1/11/19	1/18/19
MAR '19	1/30/19 – 7:00 pm	1/30/19 – 7:00 pm	1/31/19	2/01/19	2/06/19 – 4 pm	2/13/19	2/20/19
APR '19	2/27/19 – 7:00 pm	2/27/19 – 7:00 pm	2/28/19	3/01/19	3/06/19 – 4 pm	3/13/19	3/20/19
MAY '19	3/28/19 – 7:00 pm	3/28/19 – 7:00 pm	3/29/19	4/01/19	4/04/19 – 4 pm	4/11/19	4/18/19
JUN '19	4/29/19 – 7:00 pm	4/29/19 – 7:00 pm	4/30/19	5/01/19	5/06/19 – 4 pm	5/13/19	5/20/19
JUL '19	5/30/19 – 7:00 pm	5/30/19 – 7:00 pm	5/31/19	6/03/19	6/06/19 – 4 pm	6/13/19	6/20/19

**E-MAIL ORDERS TO:**

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cc: Jenny Schwartz at [jenny.schwartz@thebus.org](mailto:jenny.schwartz@thebus.org)

**MAIL PAYMENT CHECKS TO:**

OTS, Inc., TheBus Customer Service  
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Honolulu, HI 96819  
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