

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)
PROCESSING SCHEDULE FOR **2019-2020**

A. MONTH	B. DEPARTMENT COORDINATOR	C. ETS/ISO	D. ETS/ISO	E. DEPARTMENT COORDINATOR	F. TheBUS	G. DEPARTMENT COORDINATOR AND/OR FISCAL OFFICE
FOR BUS PASS / HANDI-VAN FARE COUPONS/ VANPOOL VOUCHER	DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PROGRAM SYSTEM	DISABLE INPUT SCREEN	REFRESH PRE-TAX TRANSPORTATION SYSTEM TO REFLECT BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL VOUCHER COUNT	DEADLINE 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	CHECK DAGS VENDOR REPORT, DISTRIBUTE BUS PASSES, FARE COUPONS AND VOUCHERS TO EMPLOYEES AND REMIT PAYMENT CHECK TO TheBUS
JUL '19	5/30/19 – 7:00 pm	5/30/19 – 7:00 pm	6/03/19	6/06/19 – 4 pm	6/13/19	6/20/19
AUG '19	6/27/19 – 7:00 pm	6/27/19 – 7:00 pm	7/01/19	7/05/19 – 4 pm	7/12/19	7/19/19
SEPT '19	7/30/19 – 7:00 pm	7/30/19 – 7:00 pm	8/01/19	8/05/19 – 4 pm	8/12/19	8/20/19
OCT '19	8/29/19 – 7:00 pm	8/29/19 – 7:00 pm	9/03/19	9/06/19 – 4 pm	9/13/19	9/20/19
NOV '19	9/27/19 – 7:00 pm	9/27/19 – 7:00 pm	10/01/19	10/04/19 – 4 pm	10/11/19	10/18/19
DEC '19	10/30/19 – 7:00 pm	10/30/19 – 7:00 pm	11/01/19	11/06/19 – 4 pm	11/14/19	11/20/19
JAN '20	11/27/19 – 7:00 pm	11/27/19 – 7:00 pm	12/02/19	12/06/19 – 4 pm	12/13/19	12/20/19
FEB '20	12/30/19 – 7:00 pm	12/30/19 – 7:00 pm	1/02/20	1/06/20 – 4 pm	1/13/20	1/17/20
MAR '20	1/30/20 – 7:00 pm	1/30/20 – 7:00 pm	2/03/20	2/06/20 – 4 pm	2/13/20	2/20/20
APR '20	2/27/20 – 7:00 pm	2/27/20 – 7:00 pm	3/02/20	3/06/20 – 4 pm	3/13/20	3/20/20
MAY '20	3/30/20 – 7:00 pm	3/30/20 – 7:00 pm	4/01/20	4/06/20 – 4 pm	4/14/20	4/20/20
JUN '20	4/29/20 – 7:00 pm	4/29/20 – 7:00 pm	5/01/20	5/06/20 – 4 pm	5/13/20	5/20/20
JUL '20	5/28/20 – 7:00 pm	5/28/20 – 7:00 pm	6/01/20	6/05/20 – 4 pm	6/15/20	6/19/20

E-MAIL ORDERS TO:

Raelyne Kamaka at raelyne.kamaka@thebus.org
cc: Jenny Schwartz at jenny.schwartz@thebus.org

MAIL PAYMENT CHECKS TO:

OTS, Inc., TheBus Customer Service
811 Middle Street
Honolulu, HI 96820
ATTN: Raelyne Kamaka