

**2020 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 18	Feb 25	Feb 28	Mar 20
Jan 16-31	Mar 2	Mar 9	Mar 12	Apr 3
Feb 1-15	Mar 16	Mar 23	Mar 27	Apr 20
Feb 16-29	Apr 1	Apr 8	Apr 14	May 5
Mar 1-15	Apr 17	Apr 24	Apr 29	May 20
Mar 15-31	May 4	May 11	May 14	Jun 5
Apr 1-15	May 15	May 22	May 28	Jun 19
Apr 16-30	May 29	Jun 5	Jun 10	Jul 2
May 1-15	Jun 16	Jun 23	Jun 26	Jul 20
May 16-31	Jul 2	Jul 10	Jul 15	Aug 5
Jun 1-15	Jul 20	Jul 27	Jul 30	Aug 20
Jun 16-30	Aug 3	Aug 10	Aug 13	Sept 4
Jul 1-15	Aug 14	Aug 24	Aug 27	Sept 18
Jul 16-31	Sept 1	Sept 9	Sept 14	Oct 5
Aug 1-15	Sept 17	Sept 24	Sept 29	Oct 20
Aug 16-31	Oct 2	Oct 9	Oct 14	Nov 5
Sept 1-15	Oct 16	Oct 23	Oct 28	Nov 20
Sept 16-30	Oct 29	Nov 6	Nov 12	Dec 4
Oct 1-15	Oct 29	Nov 6	Nov 12	Dec 4
Oct 16-31	Nov 16	Nov 23	Nov 27	Dec 18
Nov 1-15	Dec 1	Dec 8	Dec 11	Jan 5, 2021
Nov 16-30	Dec 15	Dec 22	Dec 28	Jan 20, 2021
Dec 1-15	Jan 4, 2021	Jan 11, 2021	Jan 14, 2021	Feb 5, 2021
Dec 16-31	Jan 15, 2021	Jan 25, 2021	Jan 28, 2021	Feb 19, 2021

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.**