

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)
PROCESSING SCHEDULE FOR **2020-2021**

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 '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
AUG '20	6/29/20 – 7:00 pm	6/29/20 – 7:00 pm	7/01/20	7/07/20 – 4 pm	7/14/20	7/20/20
SEPT '20	7/30/20 – 7:00 pm	7/30/20 – 7:00 pm	8/03/20	8/06/20 – 4 pm	8/14/20	8/20/20
OCT '20	8/28/20 – 7:00 pm	8/28/20 – 7:00 pm	9/01/20	9/04/20 – 4 pm	9/14/20	9/18/20
NOV '20	9/29/20 – 7:00 pm	9/29/20 – 7:00 pm	10/01/20	10/07/20 – 4 pm	10/14/20	10/20/20
DEC '20	10/29/20 – 7:00 pm	10/29/20 – 7:00 pm	11/02/20	11/06/20 – 4 pm	11/16/20	11/20/20
JAN '21	11/27/20 – 7:00 pm	11/27/20 – 7:00 pm	12/01/20	12/07/20 – 4 pm	12/14/20	12/18/20
FEB '21	12/30/20 – 7:00 pm	12/30/20 – 7:00 pm	1/04/21	1/06/21 – 4 pm	1/13/21	1/20/21
MAR '21	1/28/21 – 7:00 pm	1/28/21 – 7:00 pm	2/01/21	2/05/21 – 4 pm	2/12/21	2/19/21
APR '21	2/25/21 – 7:00 pm	2/25/21 – 7:00 pm	3/01/21	3/05/21 – 4 pm	3/15/21	3/19/21
MAY '21	3/30/21 – 7:00 pm	3/30/21 – 7:00 pm	4/01/21	4/07/21 – 4 pm	4/14/21	4/20/21
JUN '21	4/29/21 – 7:00 pm	4/29/21 – 7:00 pm	5/03/21	5/07/21 – 4 pm	5/14/21	5/20/21
JUL '21	5/27/21 – 7:00 pm	5/27/21 – 7:00 pm	6/01/21	6/04/21 – 4 pm	6/14/21	6/18/21

E-MAIL ORDERS TO:

Jenny Schwartz at jennifer.schwartz@thebus.org
cc: Jed Baricuatro at jedwin.baricuatro@thebus.org

MAIL PAYMENT CHECKS TO:

OTS, Inc., TheBus Customer Service
811 Middle Street
Honolulu, HI 96819
ATTN: Jenny Schwartz