

**2021 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 16	Feb 23	Feb 26	Mar 19
Jan 16-31	Mar 1	Mar 8	Mar 11	Apr 5
Feb 1-15	Mar 16	Mar 23	Mar 29	Apr 20
Feb 16-28	Apr 1	Apr 9	Apr 14	May 5
Mar 1-15	Apr 19	Apr 26	Apr 29	May 20
Mar 15-31	May 3	May 10	May 13	Jun 4
Apr 1-15	May 14	May 21	May 26	Jun 18
Apr 16-30	May 28	Jun 7	Jun 10	Jul 2
May 1-15	Jun 16	Jun 23	Jun 28	Jul 20
May 16-31	Jul 2	Jul 12	Jul 15	Aug 5
Jun 1-15	Jul 19	Jul 26	Jul 29	Aug 19
Jun 16-30	Aug 2	Aug 9	Aug 12	Sept 3
Jul 1-15	Aug 16	Aug 24	Aug 27	Sept 20
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 5	Oct 12	Oct 15	Nov 5
Sept 1-15	Oct 18	Oct 25	Oct 28	Nov 19
Sept 16-30	Oct 29	Nov 5	Nov 10	Dec 3
Oct 1-15	Oct 29	Nov 5	Nov 10	Dec 3
Oct 16-31	Nov 16	Nov 23	Nov 29	Dec 20
Nov 1-15	Dec 1	Dec 8	Dec 13	Jan 5, 2022
Nov 16-30	Dec 15	Dec 22	Dec 28	Jan 20, 2022
Dec 1-15	Jan 3, 2022	Jan 10, 2022	Jan 13, 2022	Feb 4, 2022
Dec 16-31	Jan 18, 2022	Jan 25, 2022	Jan 28, 2022	Feb 18, 2022

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.**