

**STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)
PROCESSING SCHEDULE FOR 2023-2024**

| A. <u>MONTH</u> FOR BUS PASS | B. <u>DEPARTMENT COORDINATOR</u> DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PROGRAM SYSTEM HRMS https://HIP.hawaii.gov (2nd to the last business day of the month) | C. <u>DEPARTMENT COORDINATOR</u> CHECK DAGS VENDOR REPORT, LOAD BUS PASSES TO HOLO CARDS AND REMIT PAYMENT CHECK HOLO CARD SYSTEM https://holocard.net/en/institution/login/ (20th of the month; If 20th falls on the weekend or holiday, it would be the next business day) |
|---|---|---|
| JAN '23 | 11/29/22 – 7:00 pm | 12/20/22 |
| FEB '23 | 12/29/22 – 7:00 pm | 1/20/23 |
| MAR '23 | 1/30/23 – 7:00 pm | 2/21/23 |
| APR '23 | 2/27/23 – 7:00 pm | 3/20/23 |
| MAY '23 | 3/30/23 – 7:00 pm | 4/20/23 |
| JUN '23 | 4/27/23 – 7:00 pm | 5/22/23 |
| JUL '23 | 5/30/23 – 7:00 pm | 6/20/23 |
| AUG '23 | 6/29/23 – 7:00 pm | 7/20/23 |
| SEPT '23 | 7/28/23 – 7:00 pm | 8/21/23 |
| OCT '23 | 8/30/23 – 7:00 pm | 9/20/23 |
| NOV '23 | 9/28/23 – 7:00 pm | 10/20/23 |
| DEC '23 | 10/30/23 – 7:00 pm | 11/20/23 |
| JAN '24 | 11/29/23 – 7:00 pm | 12/20/23 |
| FEB '24 | 12/28/23 – 7:00 pm | 1/22/24 |
| MAR '24 | 1/30/24 – 7:00 pm | 2/20/24 |
| APR '24 | 2/28/24 – 7:00 pm | 3/20/24 |
| MAY '24 | 3/28/24 – 7:00 pm | 4/22/24 |
| JUN '24 | 4/29/24 – 7:00 pm | 5/20/24 |
| JUL '24 | 5/30/24 – 7:00 pm | 6/20/24 |

The Ulu HI-Tech Team
HOLO Helpline: 1-808-768-4656
Mon - Fri: 7:30 AM to 4 PM HST

HOLO Card Website: www.holocard.net

MAIL PAYMENT CHECKS TO:
City & County of Honolulu
MSC 61526
PO Box 1300
Honolulu, HI 96807-1300