

**2023 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 HR 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 22	Feb 27	Mar 20
Jan 16-31	Mar 1	Mar 9	Mar 14	Apr 5
Feb 1-15	Mar 16	Mar 23	Mar 29	Apr 20
Feb 16-28	Apr 3	Apr 11	Apr 14	May 5
Mar 1-15	Apr 17	Apr 25	Apr 28	May 19
Mar 15-31	May 1	May 9	May 12	Jun 5
Apr 1-15	May 16	May 23	May 26	Jun 20
Apr 16-30	Jun 1	Jun 7	Jun 13	Jul 5
May 1-15	Jun 16	Jun 23	Jun 28	Jul 20
May 16-31	Jul 3	Jul 11	Jul 14	Aug 4
Jun 1-15	Jul 17	Jul 24	Jul 27	Aug 17
Jun 16-30	Aug 1	Aug 8	Aug 11	Sept 5
Jul 1-15	Aug 16	Aug 24	Aug 29	Sept 20
Jul 16-31	Sept 1	Sept 11	Sept 14	Oct 5
Aug 1-15	Sept 18	Sept 26	Sept 29	Oct 20
Aug 16-31	Oct 2	Oct 10	Oct 13	Nov 3
Sept 1-15	Oct 16	Oct 24	Oct 27	Nov 20
Sept 16-30	Nov 1	Nov 7	Nov 13	Dec 5
Oct 1-15	Nov 1	Nov 7	Nov 13	Dec 5
Oct 16-31	Nov 16	Nov 24	Nov 29	Dec 20
Nov 1-15	Dec 1	Dec 8	Dec 13	Jan 5, 2024
Nov 16-30	Dec 18	Dec 22	Dec 28	Jan 19, 2024
Dec 1-15	Jan 2, 2024	Jan 8, 2024	Jan 11, 2024	Feb 5, 2024
Dec 16-31	Jan 16, 2024	Jan 24, 2024	Jan 29, 2024	Feb 20, 2024

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 Human Resources Office and Prudential to coordinate the appropriate target pay date.

+ Note: Request for Post-Separation Vacation Pay Deferral Forms must be submitted to Department Human Resources Office and Prudential no later than fourteen (14) days prior to your last date of employment (unless waived by your Department Human Resources and Payroll Office).

** Department Human Resources 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 Schedule issued by the Comptroller.*