

**2024 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 Empower for vacation pay deferral set-up	D. Deadline for employee to rescind request for deferral with Empower	E. Target pay date of vacation payout by State and deferral by Empower
Jan 1-15	Feb 15	Feb 23	Feb 28	Mar 20
Jan 16-31	Mar 1	Mar 8	Mar 13	Apr 5
Feb 1-15	Mar 15	Mar 22	Mar 28	Apr 19
Feb 16-28	Apr 2	Apr 9	Apr 12	May 3
Mar 1-15	Apr 17	Apr 24	Apr 29	May 20
Mar 15-31	May 2	May 9	May 14	Jun 5
Apr 1-15	May 16	May 23	May 29	Jun 20
Apr 16-30	May 31	Jun 7	Jun 13	Jul 5
May 1-15	Jun 17	Jun 24	Jun 27	Jul 19
May 16-31	Jul 2	Jul 10	Jul 15	Aug 5
Jun 1-15	Jul 17	Jul 24	Jul 29	Aug 20
Jun 16-30	Aug 1	Aug 8	Aug 13	Sept 5
Jul 1-15	Aug 19	Aug 26	Aug 29	Sept 20
Jul 16-31	Sept 3	Sept 10	Sept 13	Oct 4
Aug 1-15	Sept 17	Sept 24	Sept 27	Oct 18
Aug 16-31	Oct 2	Oct 9	Oct 14	Nov 4
Sept 1-15	Oct 16	Oct 23	Oct 28	Nov 20
Sept 16-30	Oct 30	Nov 7	Nov 13	Dec 5
Oct 1-15	Oct 30	Nov 7	Nov 13	Dec 5
Oct 16-31	Nov 18	Nov 25	Nov 29	Dec 20
Nov 1-15	Nov 29	Dec 6	Dec 11	Jan 3, 2025
Nov 16-30	Dec 16	Dec 23	Dec 27	Jan 17, 2025
Dec 1-15	Dec 30	Jan 7, 2025	Jan 10, 2025	Feb 5, 2025
Dec 16-31	Jan 16, 2025	Jan 24, 2025	Jan 29, 2025	Feb 20, 2025

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 year's deferral limits, if within 2-1/2 months. Please work with your Department Human Resources Office and Empower 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 Empower 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.**