



**THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
2025 HUMAN RESOURCES PERSONNEL ACTION & PAYROLL SCHEDULE**

All personnel actions MUST be submitted by the ePAF deadline PRIOR to the effective date. All timesheets MUST be submitted by Payroll Deadline.

Pay Period	Holiday Observed	ePAF Deadline	ESS Black-Out Period	Payroll Deadline 12:00 noon	Pay Day
12/16/2024 - 12/31/2024	Christmas 12/25/2024	12/11/24	Dec 28, 2024 - Jan 03, 2025	01/02/25	01/07/25
01/01/2025 - 01/15/2025	New Year's Day 01/01/2025	12/27/24	Jan 14, 2025 - Jan 17, 2025	01/16/25	01/22/25
01/16/2025 - 01/31/2025	Dr. Martin Luther King, Jr. Day 01/20/2025	01/13/25	Jan 30, 2025 - Feb 05, 2025	02/03/25	02/07/25
02/01/2025 - 02/15/2025		01/29/25	Feb 13, 2025 - Feb 19, 2025	02/18/25	02/21/25
02/16/2025 - 02/28/2025	Presidents' Day 02/17/2025	02/12/25	Feb 27, 2025 - Mar 05, 2025	03/03/25	03/07/25
03/01/2025 - 03/15/2025		02/26/25	Mar 13, 2025 - Mar 19, 2025	03/17/25	03/21/25
03/16/2025 - 03/31/2025	Prince Kuhio Day 3/26/2025	03/12/25	Mar 28, 2025 - Apr 03, 2025	04/01/25	04/07/25
04/01/2025 - 04/15/2025		03/27/25	Apr 12, 2025 - Apr 17, 2025	04/16/25	04/22/25
04/16/2025 - 04/30/2025	Good Friday 04/18/2025	04/11/25	Apr 29, 2025 - May 05, 2025	05/01/25	05/07/25
05/01/2025 - 05/15/2025		04/28/25	May 14, 2025 - May 20, 2025	05/16/25	05/22/25
05/16/2025 - 05/31/2025	Memorial Day 05/26/2025	05/13/25	May 29, 2025 - Jun 04, 2025	06/02/25	06/06/25
06/01/2025 - 06/15/2025	King Kamehameha Day 06/11/2025	05/28/25	Jun 11, 2025 - Jun 17, 2025	06/16/25	06/20/25
06/16/2025 - 06/30/2025		06/10/25	Jun 27, 2025 - Jul 02, 2025	07/01/25	07/07/25
07/01/2025 - 07/15/2025	Independence Day 07/04/2025	06/26/25	Jul 12, 2025 - Jul 18, 2025	07/16/25	07/22/25
07/16/2025 - 07/31/2025		07/11/25	Jul 30, 2025 - Aug 05, 2025	08/01/25	08/07/25
08/01/2025 - 08/15/2025	Statehood Day 08/15/2025	07/29/25	Aug 13, 2025 - Aug 20, 2025	08/18/25	08/22/25
08/16/2025 - 08/31/2025		08/12/25	Aug 28, 2025 - Sep 03, 2025	09/02/25	09/05/25
09/01/2025 - 09/15/2025	Labor Day 09/1/2025	08/27/25	Sep 12, 2025 - Sep 18, 2025	09/16/25	09/22/25
09/16/2025 - 09/30/2025		09/11/25	Sep 27, 2025 - Oct 03, 2025	10/01/25	10/07/25
10/01/2025 - 10/15/2025		09/26/25	Oct 14, 2025 - Oct 20, 2025	10/16/25	10/22/25
10/16/2025 - 10/31/2025		10/13/24	Oct 30, 2025 - Nov 05, 2025	11/03/25	11/07/25
11/01/2025 - 11/15/2025	Veterans' Day 11/11/2025	10/29/25	Nov 13, 2025 - Nov 19, 2025	11/17/25	11/21/25
11/16/2025 - 11/30/2025	Thanksgiving 11/27/2025	11/12/25	Nov 26, 2025 - Dec 03, 2025	12/01/25	12/05/25
12/01/2025 - 12/15/2025		11/25/25	Dec 12, 2025 - Dec 18, 2025	12/16/25	12/22/25
12/16/2025 - 12/31/2025	Christmas 12/25/2025	12/11/25	Dec 30, 2025 - Jan 05, 2026	01/02/26	01/07/26
1/1/2026 - 01/15/2026	New Year's Day 01/01/2026	12/29/25	Jan 14, 2026 - Jan 20, 2026	01/16/26	01/22/26

Go to www.rcuh.com to access the RCUH Human Resources Portal and RCUH Employee Self Service (ESS) System.

- 1 Pay Period:** Payroll Period.
- 2 Holiday Observed & Holiday:** See Policy 3.344 RCUH Holidays, Holiday Pay and Administrative Leave for details
- 3 ePAF Deadline:** Deadline to submit personnel actions transactions via the HR Portal. Actions requiring Fiscal Administrator approvals must have complete approvals by the ePAF deadline. Also, deadline for RCUH Employee Self-Service (ESS) personal information changes (e.g. changes to addresses, tax withholding status).
- 4 ESS Black-Out Period:** Period when the RCUH HR Portal/ESS system is NOT available for updates to personal records due to payroll processing.
- 5 Payroll Deadline:** Timesheets and required supporting documents must be submitted and approved by **12:00 noon** on this day.
- 6 Pay Day:** Automatic payroll direct deposits should be available on this day. In addition, an automatic email notice will be sent alerting all active employees