| AFTER-THE-FACT (ATF) PAYROLL - F55, F59, F69, F77, F78, F6N, F6O |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| KAPI'OLANI COMMUNITY COLLEGE INTERNAL PAYROLL DEADLINE FOR CALENDAR YEAR 2024 |  |  |  |  |  |  |
|  |  |  | PEOPLESOFT (PS) APPROVAL | L WORKFLOW DUE DATE |  | FRINGE |
| PAY PERIOD | PAY DATE | Personnel and Position Management Change Forms submit to HR by 9:00am | HR to submit into PeopleSoft by $9: 00 \mathrm{am}$ | Fiscal Authority Approve in PeopleSoft by 9:00am | Appointing Officer Approve in PeopleSoft by 9:00am | D55s, Meals, T/A, LWOP to Payroll by 11:00am \& submit to HR by 8:00am |
| 12/16/23-12/31/23 | 01/19/24 | 12/18/23 | 12/21/23 | 12/26/23 | 12/27/23 | 12/28/23 |
| 01/01/24-01/15/24 | 02/05/24 | 01/02/24 | 01/05/24 | 01/10/24 | 01/11/24 | 01/12/24 |
| 01/16/24-01/31/24 | 02/20/24 | 01/16/24 | 01/19/24 | 01/26/24 | 01/29/24 | 01/30/24 |
| 02/01/24-02/15/24 | 03/05/24 | 02/01/24 | 02/05/24 | 02/09/24 | 02/12/24 | 02/13/24 |
| 02/16/24-02/28/24 | 03/20/24 | 02/16/24 | 02/20/24 | 02/27/24 | 02/28/24 | 02/29/24 |
| 03/01/24-03/15/24 | 04/05/24 | 03/01/24 | 03/04/24 | 03/12/24 | 03/13/24 | 03/14/24 |
| 03/16/24-03/31/24 | 04/19/24 | 03/18/24 | 03/21/24 | 03/27/24 | 03/28/24 | 04/01/24 |
| 04/01/24-04/15/24 | 05/03/24 | 04/01/24 | 04/04/24 | 04/11/24 | 04/12/24 | 04/15/24 |
| 04/16/24-04/30/24 | 05/20/24 | 04/16/24 | 04/19/24 | 04/26/24 | 04/29/24 | 04/30/24 |
| 05/01/24-05/15/24 | 06/05/24 | 05/01/24 | 05/06/24 | 05/13/24 | 05/14/24 | 05/15/24 |
| 05/16/24-05/31/24 | 06/20/24 | 05/16/24 | 05/20/24 | 05/28/24 | 05/29/24 | 05/30/24 |
| 06/01/24-06/15/24 | 07/05/24 | 06/03/24 | 06/06/24 | 06/12/24 | 06/13/24 | 06/14/24 |
| 06/16/24-06/30/24 | 07/19/24 | 06/17/24 | 06/20/24 | 06/26/24 | 06/27/24 | 06/28/24 |
| 07/01/24-07/15/24 | 08/05/24 | 07/01/24 | 07/04/24 | 07/12/24 | 07/15/24 | 07/16/24 |
| 07/16/24-07/31/24 | 08/20/24 | 07/16/24 | 07/19/24 | 07/26/24 | 07/29/24 | 07/30/24 |
| 08/01/24-08/15/24 | 09/05/24 | 08/01/24 | 08/05/24 | 08/12/24 | 08/13/24 | 08/14/24 |
| 08/16/24-08/31/24 | 09/20/24 | 08/19/24 | 08/22/24 | 08/28/24 | 08/29/24 | 08/30/24 |
| 09/01/24-09/15/24 | 10/04/24 | 09/03/24 | 09/06/24 | 09/12/24 | 09/13/24 | 09/16/24 |
| 09/16/24-09/30/24 | 10/18/24 | 09/16/24 | 09/19/24 | 09/26/24 | 09/27/24 | 09/30/24 |
| 10/01/24-10/15/24 | 11/04/24 | 10/01/24 | 10/04/24 | 10/11/24 | 10/14/24 | 10/15/24 |
| 10/16/24-10/31/24 | 11/20/24 | 10/16/24 | 10/21/24 | 10/25/24 | 10/28/24 | 10/29/24 |
| 11/01/24-11/15/24 | 12/05/24 | 11/01/24 | 11/04/24 | 11/12/24 | 11/13/24 | 11/14/24 |
| 11/16/24-11/30/24 | 12/20/24 | 11/18/24 | 11/21/24 | 11/28/24 | 11/29/24 | 12/02/24 |
| 12/01/24-12/15/24 | 01/03/25 | 12/02/24 | 12/05/24 | 12/10/24 | 12/11/24 | 12/12/24 |
| 12/16/24-12/31/24 | 01/20/25 | TBA | TBA | TBA | TBA | TBA |

