

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM  
PROCESSING SCHEDULE  
FOR 2009-2010

A. MONTH FOR BUS PASS / HANDI- VAN FARE COUPONS/ VANPOOL HAWAII SEAT FEE	B. (DEPARTMENT COORDINATOR) DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM SYSTEM	C. (HRD/EAO) DISABLE INPUT SCREEN	D. (DHRD/EAO) PRINT & SEND SIGNED CERTIFIED LIST TO DAGS PRE- AUDIT	E. (ICSD/ISO) REFRESH PRE-TAX TRANSPORTATION SYSTEM TO REFLECT BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL HAWAII VOUCHER COUNT	F. (DEPARTMENT COORDINATOR) DATE TO EMAIL BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL HAWAII VOUCHER COUNTS/ORDERS TO TheBUS  <i>{Refer to the Re-Order Report}</i>	G. (TheBUS) BUS PASS, HANDI- VAN FARE COUPONS AND VOUCHER DELIVERY DATES	H. (DEPARTMENT COORDINATOR AND/OR FISCAL OFFICE) DISTRIBUTE BUS PASSES, FARE COUPONS AND VOUCHERS TO EMPLOYEES AND REMIT PAYMENT CHECK TO TheBUS
AUG '09	6/29/09 – 12:00 noon	6/29/09– 12:00 pm	6/30/09	7/01/09	7/6/09 – 4 pm	7/15/09	7/20/09
SEPT '09	7/30/09– 12:00 noon	7/30/09– 12:00 pm	7/31/09	8/03/09	8/3/09 – 4 pm	8/14/09	8/20/09
OCT '09	8/28/09– 12:00 noon	8/28/09– 12:00 pm	8/31/09	9/01/09	9/4/09 – 4 pm	9/9/09	9/18/09
NOV '09	9/29/09– 12:00 noon	9/29/09– 12:00 pm	9/30/09	10/01/09	10/5/09 – 4 pm	10/14/09	10/20/09
DEC '09	10/29/09– 12:00 noon	10/29/09– 12:00 pm	10/30/09	11/02/09	11/5/09 – 4 pm	11/10/09	11/20/09
JAN '10	11/27/09– 12:00 noon	11/30/09– 12:00 pm	11/27/09	12/01/09	12/4/09 – 4 pm	12/9/09	12/18/09
FEB '10	12/30/09– 12:00 noon	12/30/09– 12:00 pm	12/31/09	1/04/10	1/7/10 – 4 pm	1/13/10	1/20/10
MAR '10	1/28/10– 12:00 noon	1/28/10– 12:00 pm	1/29/10	2/01/10	2/4/10 – 4 pm	2/10/10	2/19/10
APR '10	2/25/10– 12:00 noon	2/25/10– 12:00 pm	2/26/10	3/01/10	3/4/10 – 4 pm	3/10/10	3/19/10
MAY '10	3/30/10– 12:00 noon	3/30/10– 12:00 pm	3/31/10	4/01/10	4/6/10 – 4 pm	4/14/10	4/20/10
JUN '10	4/29/10– 12:00 noon	4/29/10– 12:00 pm	4/30/10	5/3/10	5/6/10 – 4 pm	5/12/10	5/20/10
JUL '10	5/28/10– 12:00 noon	5/28/10– 12:00 pm	5/31/10	6/01/10	6/4/10 – 4 pm	6/9/10	6/18/10

**E-MAIL ORDERS TO:**

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**MAIL PAYMENT CHECKS TO:**

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Honolulu, HI 96818  
ATTN: Rae Kamaunu