

**STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM
PROCESSING SCHEDULE FOR 2011-2012**

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 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
JUL '11	5/27/11– 12:00 noon	5/27/11– 12:00 pm	5/27/11	6/01/11	6/06/11 – 4 pm	6/15/11	6/20/11
AUG '11	6/29/11 – 12:00 noon	6/29/11– 12:00 pm	6/30/11	7/01/11	7/08/11 – 4 pm	7/14/11	7/20/11
SEPT '11	7/28/11 – 12:00 noon	7/28/11– 12:00 pm	7/28/11	8/01/11	8/05/11 – 4 pm	8/12/11	8/18/11
OCT '11	8/30/11 – 12:00 noon	8/30/11– 12:00 pm	8/30/11	9/01/11	9/08/11 – 4 pm	9/14/11	9/20/11
NOV '11	9/29/11– 12:00 noon	9/29/11– 12:00 pm	9/30/11	10/03/11	10/07/11 – 4 pm	10/14/11	10/20/11
DEC '11	10/28/11– 12:00 noon	10/28/11– 12:00 pm	10/28/11	11/01/11	11/04/11 – 4 pm	11/14/11	11/18/11
JAN '12	11/29/11– 12:00 noon	11/29/11– 12:00 pm	11/30/11	12/01/11	12/07/11 – 4 pm	12/14/11	12/20/11
FEB '12	12/29/11– 12:00 noon	12/29/11– 12:00 pm	12/29/11	1/03/12	1/06/12 – 4 pm	1/13/12	1/20/12
MAR '12	1/30/12– 12:00 noon	1/30/12– 12:00 pm	1/31/12	2/01/12	2/07/12 – 4 pm	2/13/12	2/17/12
APR '12	2/28/12– 12:00 noon	2/28/12– 12:00 pm	2/29/12	3/01/12	3/07/12 – 4 pm	3/14/12	3/20/12
MAY '12	3/29/12– 12:00 noon	3/29/12– 12:00 pm	3/30/12	4/02/12	4/10/12 – 4 pm	4/16/12	4/20/12
JUN '12	4/27/12– 12:00 noon	4/27/12– 12:00 pm	4/30/12	5/01/12	5/08/12 – 4 pm	5/14/12	5/18/12
JUL '12	5/30/12– 12:00 noon	5/30/12– 12:00 pm	5/31/12	6/01/12	6/06/12 – 4 pm	6/14/12	6/20/12

E-MAIL ORDERS TO:

Raelyne Kamaka at rae.kamaka@thebus.org
 cc: Jenny Schwartz at jenny.schwartz@thebus.org
 cc: Tom Enomoto at tom.enomoto@thebus.org

MAIL PAYMENT CHECKS TO:

OTS, Inc., TheBus Customer Service
 811 Middle Street
 Honolulu, HI 96819
 ATTN: Raelyne Kamaka