

Please email timesheets to pcsuhr@hawaii.edu or fax to PCSU at 808-956-4710

(Note: pcsuhr@hawaii.edu email is for timesheets ONLY)

Please note that the PCSU deadlines and fax number are different than RCUH's (what is printed on the timesheets). Timesheets must be verified and processed by PCSU and inputted online BEFORE RCUH's deadline. Please follow PCSU's deadlines and **DO NOT** fax timesheets directly to RCUH. RCUH will not process timesheets sent directly to them.

Pacific Cooperative Studies Unit Timesheet Reporting Schedule 2019

Pay Period	Holiday Observed (See 3.344 RCUH Holidays & Holiday Pay for details)	Holiday	Timesheet Deadline (9:00 AM to PCSU - email to pcsuhr@hawaii.edu or fax to 808-956-4710)	Pay Day (Automatic payroll deposits)
12/16/2018 - 12/31/2018	12/25/18	Christmas Day	Wednesday 12/19/2018*	1/07/19
01/01/19 - 01/15/19	1/01/19	New Year's Day	Friday 01/11/2019	1/22/19
01/16/19 - 01/31/19	1/21/19	Dr. Martin Luther King, Jr. Day	Wednesday 01/30/2019	2/07/19
02/01/19 - 02/15/19			Wednesday 02/13/2019	2/22/19
02/16/19 - 02/28/19	2/18/19	Presidents' Day	Wednesday 02/27/2019	3/07/19
03/01/19 - 03/15/19			Thursday 03/14/2019	3/22/19
03/16/19 - 03/31/19	3/26/19	Prince Kuhio Day	Thursday 03/28/2019	4/05/19
04/01/19 - 04/15/19			Thursday 04/11/2019	4/22/19
04/16/19 - 04/30/19	4/19/19	Good Friday	Monday 04/29/2019	5/07/19
05/01/19 - 05/15/19			Tuesday 05/14/2019	5/22/19
05/16/19 - 05/31/19	5/27/19	Memorial Day	Thursday 05/30/2019	6/07/19
06/01/19 - 06/15/19	6/11/19	King Kamehameha Day	Thursday 06/13/2019	6/21/19
06/16/19 - 06/30/19			Wednesday 06/26/2019	7/05/19
07/01/19 - 07/15/19	7/04/19	Independence Day	Friday 07/12/2019	7/22/19
07/16/19 - 07/31/19			Tuesday 07/30/2019	8/07/19
08/01/19 - 08/15/19			Tuesday 08/13/2019	8/22/19
08/16/19 - 08/31/19	8/16/19	Statehood Day	Wednesday 08/28/2019	9/06/19
09/01/19 - 09/15/19	9/02/19	Labor Day	Thursday 09/12/2019	9/20/19
09/16/19 - 09/30/19			Friday 09/27/2019	10/07/19
10/01/19 - 10/15/19			Monday 10/14/2019	10/22/19
10/16/19 - 10/31/19			Wednesday 10/30/2019	11/07/19
11/01/19 - 11/15/19	11/11/19	Veterans' Day	Thursday 11/14/2019	11/22/19
11/16/19 - 11/30/19	11/28/19	Thanksgiving Day	Tuesday 11/26/2019	12/06/19
12/01/19 - 12/15/19			Tuesday 12/10/2019*	12/20/19
12/16/19 - 12/31/19	12/25/19	Christmas Day	Thursday 12/19/2019*	1/07/20

* Please note that PCSU has set an earlier timesheet deadline for the December pay periods in order to ensure employees submit timesheets before going on vacation. You may amend early submitted timesheets and resubmit for p/e 12/15/19 by 12/16/19 (9 a.m.) and for p/e 12/31/19 by 12/31/19 (9 a.m.)

Fillable timesheet forms are available on the PCSU website (<http://manoa.hawaii.edu/hpicesu/timesheets.htm>).

Timesheets should be submitted with your legal name (no nicknames) legibly printed or typed in the indicated cell, pay period, and employee signature (and signature of supervisor, if required).

Total your hours in each column (Time worked, Vacation, Sick, Holiday, Leave without Pay, etc.)

If there are any questions, please call Michelle Miyata at 956-9512 (email: mmiyata@hawaii.edu) or Lynnette Kinoshita at 956-3932 (email: lynnkino@hawaii.edu) for assistance.

If you anticipate being in the field during the deadline, please submit your timesheet early.

Incomplete timesheets or timesheets received after our deadline may delay issuance of pay by one pay period.