

January 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

				Thursday	Friday	Saturday	
PPd 2004 02	1 Day 05	2 Day 06	3 Day 07	 New Year's Day Code 03 Holiday	Enter Amendments		
					Enter Original Time Cards		
					Approve Original Time Cards		
4 Day 08	5 Day 09	6 Day 10	7 Day 11	8 Day 12	9 Day 13	10 Day 14	
Enter Amendments through 8am Friday							
			Approve Amendments after 8am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2004 03	11 Day 01	12 Day 02	13 Day 03	14 Day 04	15 Day 05	16 Day 06	17 Day 07
	Enter Original Time Cards			Enter Time Cards by 7am Approve Time Cards by 8am	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
18 Day 08	19 Day 09	20 Day 10	21 Day 11	22 Day 12	23 Day 13	24 Day 14	
Enter Amendments	Martin Luther King Jr. Day Code 03 Holiday 	Enter Amendments through 8am Friday					
Enter Original Time Cards		Approve Amendments after 8am Tuesday					
Approve Original Time Cards		Enter Original Time Cards					
		Approve Original Time Cards					
PPd 2004 04	25 Day 01	26 Day 02	27 Day 03	28 Day 04	29 Day 05	30 Day 06	31 Day 07
	Enter Original Time Cards			Enter Time Cards by 7am Approve Time Cards by 8am	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		

*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period.**

February 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2004 04	1 Day 08	2 Day 09	3 Day 10	4 Day 11	5 Day 12	6 Day 13	7 Day 14	
	Enter Amendments through 8am Friday							
				Approve Amendments after 8am Tuesday				
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2004 05	8 Day 01	9 Day 02	10 Day 03	11 Day 04	12 Day 05	13 Day 06	14 Day 07 Valentine's Day	
	Enter Original Time Cards			Enter Time Cards by 7am	Enter Amendments			
	Approve Original Time Cards			Approve Time Cards by 8am	Enter Original Time Cards			
							Approve Original Time Cards	
	15 Day 08	Day Code 03 Holiday	17 Day 10	18 Day 11	19 Day 12	20 Day 13	21 Day 14	
	Enter Amendments		Enter Amendments through 8am Friday					
	Enter Original Time Cards		Approve Amendments after 8am Tuesday					
	Approve Original Time Cards		Enter Original Time Cards					
	Approve Original Time Cards							
	PPD 2004 06	22 Day 01	23 Day 02	24 Day 03	25 Day 04	26 Day 05	27 Day 06	28 Day 07
			Enter Time Cards by 7am	Enter Amendments				
Enter Original Time Cards			Approve Time Cards by 8am	Enter Original Time Cards				
						Approve Original Time Cards		
Approve Original Time Cards								
29 Day 08								

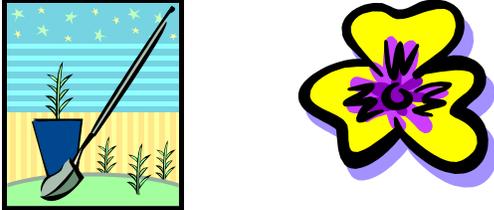
*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period**

March 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2004 06	1 Day 09	2 Day 10	3 Day 11	4 Day 12	5 Day 13	6 Day 14		
	Enter Amendments through 8am Friday							
	Approve Amendments after 8am Tuesday							
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2004 07	7 Day 01	8 Day 02	9 Day 03	10 Day 04	11 Day 05	12 Day 06	13 Day 07	
	Enter Original Time Cards			Enter Time Cards by 7am Approve Time Cards by 8am	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
	Enter Amendments through 8am Friday							
	Approve Amendments after 8am Tuesday					Approve Original Time Cards		
PPD 2004 08	14 Day 08	15 Day 09	16 Day 10	17 Day 11	18 Day 12	19 Day 13	20 Day 14	
	Enter Amendments through 8am Friday							
	Approve Amendments after 8am Tuesday							
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2004 08	21 Day 01	22 Day 02	23 Day 03	24 Day 04	25 Day 05	26 Day 06	27 Day 07	
	Enter Original Time Cards			Enter Time Cards by 7am Approve Time Cards by 8am	Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
	Enter Amendments							
	Approve Amendments after 8am Tuesday					Approve Original Time Cards		
Enter Amendments				Approve Amendments after 8am Tuesday				
Enter Original Time Cards								
Approve Original Time Cards								

*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period**

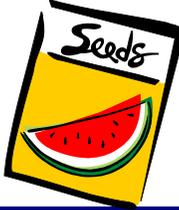
April 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

			Wednesday	Thursday	Friday	Saturday		
						1 Day 12	2 Day 13	
			Enter Amendments through 8am Friday					
			Approve Amendments after 8am Tuesday					
			Enter Original Time Cards					
			Approve Original Time Cards					
4 Day 01	5 Day 02	6 Day 03	7 Day 04	8 Day 05	9 Day 06	10 Day 07		
Enter Original Time Cards			Enter Time Cards by 7am Approve Time Cards by 8am	Enter Amendments				
Approve Original Time Cards				Enter Original Time Cards				
				Approve Original Time Cards				
11 Day 08	12 Day 09	13 Day 10	14 Day 11	15 Day 12	16 Day 13	17 Day 14		
Enter Amendments through 8am Friday								
Approve Amendments after 8am Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								
18 Day 01	19 Day 02	20 Day 03	21 Day 04	22 Day 05	23 Day 06	24 Day 07		
Enter Original Time Cards			Enter Time Cards by 7am Approve Time Cards by 8am	Enter Amendments				
Approve Original Time Cards				Enter Original Time Cards				
				Approve Original Time Cards				
25 Day 08	26 Day 09	27 Day 10	28 Day 11	29 Day 12	30 Day 13			
Enter Amendments through 8am Friday								
Approve Amendments after 8am Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								

PPD 2004 10



*******SPECIAL NOTICE*******

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- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period**

May 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

Sunday	Monday			Friday		Saturday	
							1 Day 14 <div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px; margin: 2px;">Enter Original Time Cards</div> <div style="border: 1px solid black; background-color: #90EE90; padding: 2px; margin: 2px;">Approve Original Time Cards</div>
2 Day 01	3 Day 02	4 Day 03	5 Day 04 Enter Time Cards by 7am Approve Time Cards by 8am		6 Day 05	7 Day 06	8 Day 07
Enter Original Time Cards			Enter Original Time Cards		Enter Original Time Cards		
Approve Original Time Cards			Approve Original Time Cards		Approve Original Time Cards		
Enter Amendments		Enter Amendments through 8am Friday					
Approve Amendments after 8am Tuesday				Approve Amendments after 8am Tuesday			
Enter Original Time Cards							
Approve Original Time Cards							
9 Day 08	10 Day 09	11 Day 10	12 Day 11	13 Day 12	14 Day 13	15 Day 14	
16 Day 01	17 Day 02	18 Day 03	19 Day 04 Enter Time Cards by 7am Approve Time Cards by 8am		20 Day 05	21 Day 06	22 Day 07
Enter Original Time Cards			Enter Original Time Cards		Enter Original Time Cards		
Approve Original Time Cards			Approve Original Time Cards		Approve Original Time Cards		
Enter Amendments		Enter Amendments through 8am Friday					
Approve Amendments after 8am Tuesday				Approve Amendments after 8am Tuesday			
Enter Original Time Cards							
Approve Original Time Cards							
23 Day 08	24 Day 09	25 Day 10	26 Day 11	27 Day 12	28 Day 13	29 Day 14	
30 Day 01	31 Day 02						
Enter Original Time Cards	Enter Original Time Cards	Enter Original Time Cards					
Approve Original Time Cards	Approve Original Time Cards	Approve Original Time Cards					
	Memorial Day Code 03 Holiday						

PPD 2004 12

PPD 2004 13

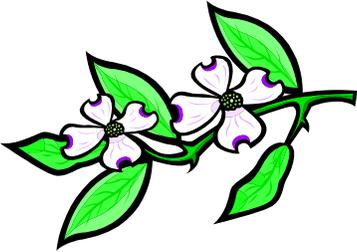
*****SPECIAL NOTICE*****

- Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.
- Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period

June 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 Day 03	2 Day 04	3 Day 05	4 Day 06	5 Day 07		
		Enter Original Time Cards	Enter Time Cards by 7am	Enter Amendments			
		Approve Original Time Cards	Approve Time Cards by 8am	Enter Original Time Cards		Approve Original Time Cards	
6 Day 08	7 Day 09	8 Day 10	9 Day 11	10 Day 12	11 Day 13	12 Day 14	
Enter Amendments through 8am Friday							
			Approve Amendments after 8am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2004 14	13 Day 01	14 Day 02	15 Day 03	16 Day 04	17 Day 05	18 Day 06	19 Day 07
	Enter Original Time Cards			Enter Time Cards by 7am	Enter Amendments		
	Approve Original Time Cards			Approve Time Cards by 8am	Enter Original Time Cards		Approve Original Time Cards
20 Day 08	21 Day 09	22 Day 10	23 Day 11	24 Day 12	25 Day 13	26 Day 14	
Enter Amendments through 8am Friday							
			Approve Amendments after 8am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2004-15	27 Day 01	28 Day 02	29 Day 03	30 Day 04	 		
	Enter Original Time Cards			Enter Time Cards by 7am			
	Approve Original Time Cards			Approve Time Cards by 8am			

*****SPECIAL NOTICE*****

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- Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period

July 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

						Friday		Saturday						
PPD 2004 15					1 Day 05		2 Day 06		3 Day 07					
							Enter Amendments							
							Enter Original Time Cards							
							Approve Original Time Cards							
4 Day 08		5 Day 09		6 Day 10		7 Day 11		8 Day 12		9 Day 13		10 Day 14		
		Independence Day (Observed) Code 03 Holiday		Enter Amendments through 8am Friday				Approve Amendments after 8am Tuesday						
Independence Day						Enter Original Time Cards								
				Approve Original Time Cards										
PPD 2004 16	11 Day 01		12 Day 02		13 Day 03		14 Day 04		15 Day 05		16 Day 06		17 Day 07	
							Enter Time Cards by 7am		Enter Amendments					
	Enter Original Time Cards						Approve Time Cards by 8am		Enter Original Time Cards					
	Approve Original Time Cards								Approve Original Time Cards					
18 Day 08		19 Day 09		20 Day 10		21 Day 11		22 Day 12		23 Day 13		24 Day 14		
								Enter Amendments through 8am Friday						
								Approve Amendments after 8am Tuesday						
								Enter Original Time Cards						
								Approve Original Time Cards						
PPD 2004 17	25 Day 01		26 Day 02		27 Day 03		28 Day 04		29 Day 05		30 Day 06		31 Day 07	
							Enter Time Cards by 7am		Enter Amendments					
	Enter Original Time Cards						Approve Time Cards by 8am		Enter Original Time Cards					
	Approve Original Time Cards								Approve Original Time Cards					

*******SPECIAL NOTICE*******

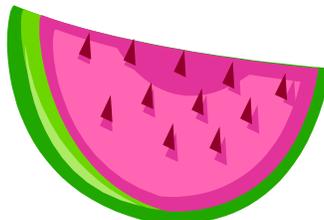
- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period**

August 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday			
PPD 2004 17	1	Day 08	2	Day 09	3	Day 10	4	Day 11	5	Day 12	6	Day 13	7	Day 14	
	Enter Amendments through 8am Friday														
				Approve Amendments after 8am Tuesday											
	Enter Original Time Cards														
	Approve Original Time Cards														
PPD 2004 18	8	Day 01	9	Day 02	10	Day 03	11	Day 04	12	Day 05	13	Day 06	14	Day 07	
	Enter Original Time Cards			Enter Amendments		Enter Original Time Cards									
	Approve Original Time Cards			Approve Time Cards by 8am					Approve Original Time Cards						
	15	Day 08	16	Day 09	17	Day 10	18	Day 11	19	Day 12	20	Day 13	21	Day 14	
	Enter Amendments through 8am Friday														
				Approve Amendments after 8am Tuesday											
	Enter Original Time Cards														
	Approve Original Time Cards														
		22	Day 01	23	Day 02	24	Day 03	25	Day 04	26	Day 05	27	Day 06	28	Day 07
		Enter Original Time Cards			Enter Amendments		Enter Original Time Cards								
Approve Original Time Cards			Approve Time Cards by 8am					Approve Original Time Cards							
29		Day 08	30	Day 09	31	Day 10									
Enter Amendments				Approve Amendments after 8am Tuesday											
Enter Original Time Cards				Approve Original Time Cards											



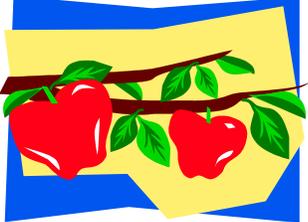
*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period**

September 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

	Sunday		Tuesday	Wednesday	Thursday	Friday	Saturday
PPD 2004 19				1 Day 11	2 Day 12	3 Day 13	4 Day 14
				Enter Amendments through 8am Friday			
				Approve Amendments after 8am Tuesday			
				Enter Original Time Cards			
				Approve Original Time Cards			
PPD 2004 20	5 Day 01	6 Day 02	7 Day 03	8 Day 04	9 Day 05	10 Day 06	11 Day 07
	Enter Original Time Cards	 Labor Day Code 03 Holiday	Enter Original Time Cards	Enter Time Cards by 7am	Enter Amendments		
	Approve Original Time Cards		Approve Original Time Cards	Approve Time Cards by 8am	Enter Original Time Cards		
					Approve Original Time Cards		
	12 Day 08	13 Day 09	14 Day 10	15 Day 11	16 Day 12	17 Day 13	18 Day 14
	Enter Amendments through 8am Friday						
			Approve Amendments after 8am Tuesday				
	Enter Original Time Cards						
	Approve Original Time Cards						
PPD 2004 21	19 Day 01	20 Day 02	21 Day 03	22 Day 04	23 Day 05	24 Day 06	25 Day 07
	Enter Original Time Cards			Enter Time Cards by 7am	Enter Amendments		
	Approve Original Time Cards			Approve Time Cards by 8am	Enter Original Time Cards		
					Approve Original Time Cards		
	26 Day 08	27 Day 09	28 Day 10	29 Day 11	30 Day 12		
	Enter Amendments through 8am Friday						
			Approve Amendments after 8am Tuesday				
	Enter Original Time Cards						
	Approve Original Time Cards						

*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from midnight to 5pm, except for days 04 and 05.**
- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay**

October 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

			Thursday			Friday		Saturday		
						1 Day 13	2 Day 14			
						Enter Amendments through 8am				
						Approve Amendments				
						Enter Original Time Cards				
						Approve Original Time Cards				
3 Day 01			4 Day 02		5 Day 03		6 Day 04		7 Day 05	
							Enter Time Cards by 7am		Enter Amendments	
Enter Original Time Cards							Enter Original Time Cards			
Approve Original Time Cards					Approve Time Cards by 8am		Approve Original Time Cards			
10 Day 08			12 Day 10		13 Day 11		14 Day 12		15 Day 13	
Enter Amendments							Enter Amendments through 8am Friday			
Enter Original Time Cards			Columbus Day (observed) Code 03 Holiday				Approve Amendments after 8am Tuesday			
Approve Original Time Cards							Enter Original Time Cards			
							Approve Original Time Cards			
17 Day 01			18 Day 02		19 Day 03		20 Day 04		21 Day 05	
							Enter Time Cards by 7am		Enter Amendments	
Enter Original Time Cards							Enter Original Time Cards			
Approve Original Time Cards					Approve Time Cards by 8am		Approve Original Time Cards			
24 Day 08			25 Day 09		26 Day 10		27 Day 11		28 Day 12	
									Enter Amendments through 8am Friday	
									Approve Amendments after 8am Tuesday	
Enter Original Time Cards										
Approve Original Time Cards										
31 Day 01										
Enter Original Time Cards										
Approve Original Time Cards										

*****SPECIAL NOTICE*****

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- Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period

November 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 Day 02	2 Day 03	3 Day 04	4 Day 05	5 Day 06	6 Day 07		
	Enter Original Time Cards		Enter Time Cards by 7am	Enter Amendments				
	Approve Original Time Cards		Approve Time Cards by 8am	Enter Original Time Cards		Approve Original Time Cards		
7 Day 08	8 Day 09	9 Day 10	10 Day 11	11 Day 12	12 Day 13	13 Day 14		
Enter Amendments through 8am Friday				 Veterans Day Code 03 Holiday	Enter Amendments through 8am	13 Day 14		
Approve Amendments after 8am Tuesday			Approve Amendments		Enter Original Time Cards			
Enter Original Time Cards					Approve Original Time Cards			
Approve Original Time Cards								
PPd 2004 25	14 Day 01	15 Day 02	16 Day 03	17 Day 04	18 Day 05	19 Day 06	20 Day 07	
	Enter Original Time Cards			Enter Time Cards by 7am	Enter Amendments			
	Approve Original Time Cards			Approve Time Cards by 8am	Enter Original Time Cards		Approve Original Time Cards	
21 Day 08	22 Day 09	23 Day 10	24 Day 11	25 Day 12	26 Day 13	27 Day 14		
Enter Amendments through 8am Friday				 Code 03 Holiday	Enter Amendments through 8am Friday	27 Day 14		
Approve Amendments after 8am Tuesday			Approve Amendments		Enter Original Time Cards			
Enter Original Time Cards					Approve Original Time Cards			
Approve Original Time Cards								
PPd 2004 26	28 Day 01	29 Day 02	30 Day 03					
	Enter Original Time Cards							
	Approve Original Time Cards							

*******SPECIAL NOTICE*******

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- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period**

December 2004

IPPS Time Collection Schedule

(Hawaii Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Day 04 Enter Time Cards by 7am Approve Time Cards by 8am	2 Day 05	3 Day 06	4 Day 07
			Enter Amendments		Enter Original Time Cards	
5 Day 08	6 Day 09	7 Day 10	8 Day 11	9 Day 12	10 Day 13	11 Day 14
Enter Amendments through 8am Friday						
			Approve Amendments after 8am Tuesday			
Enter Original Time Cards						
Approve Original Time Cards						
12 Day 01	13 Day 02	14 Day 03	15 Day 04 Enter Time Cards by 7am Approve Time Cards by 8am	16 Day 05	17 Day 06	18 Day 07
Enter Original Time Cards			Enter Amendments		Enter Original Time Cards	
Approve Original Time Cards			Approve Time Cards by 8am		Approve Original Time Cards	
19 Day 08	20 Day 09	21 Day 10	22 Day 11	23 Day 12	24 Day 13	25 Day 14
Enter Amendments through 8am Friday						
			Approve Amendments after 8am Tuesday			
Enter Original Time Cards						
Approve Original Time Cards						
Christmas (Observed) Code 03 Holiday						
26 Day 01	27 Day 02	28 Day 03	29 Day 04 Enter Time Cards by 7am Approve Time Cards by 8am	30 Day 05	31 Day 06	Jan 1 Day 07
Enter Original Time Cards			Enter Amendments		New Years (Observed) Code 03 Holiday	
Approve Original Time Cards			Approve Time Cards by 8am		New Years Day	
Enter Original Time Cards				Approve Original Time Cards		

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- **Amendment Summaries run at 8am and 1:30pm Tuesday through Friday during the 2nd week of the pay period**

NOTE: Time card schedule may change due to the holidays. Stay alert for updated deadlines.