

UNIVERSITY OF HAWAII AT HILO

Administration
Business Office

September 19, 2011

Aloha UH Hilo Faculty, Staff and Students:

As a result of the upcoming supplemental time off (STO) negotiated between the University and HGEA, the UH Hilo Business Office will be closed from December 19, 2011 through January 2, 2012. The System Offices, which support the Business Office, are also expected to close or have limited hours for emergencies only. Below are the deadlines for Business Office functions leading up to this December's supplemental time off:

1. Travel Advances:
 - a. If requesting a travel advance for the time period of December 1-31, 2011, please submit the request to the Business Office by November 10, 2011.
 - b. If requesting a travel advance for the time period of January 1-20, 2012, please submit the request to the Business Office by November 16, 2011. Requests for travel advances after this date should adhere to the normal advance request time of 15 working days.
 - c. If you do not require a travel advance, you may continue to submit travel requests in accordance with University procedures.
2. Requests for relocation payments to be paid prior to the December campus closure are due to the Business Office no later November 10, 2011.
3. Payment documents (all required supporting documents) for contracts, purchase orders, AFPs, stipends, and travel completion must be submitted to the Business Office by November 23, 2011. If a hardcopy check is required, the required documents are to be submitted to the Business Office by November 10, 2011.
4. For the processing of requisitions, contracts, and other documents that require Fiscal Officer review (ex. RCUH service orders), all required documentation, attachments and approvals must be received by November 30, 2011. Priority will be given to documents received by the November 30, 2011 deadline. Documents received after November 30, 2011 may not be processed prior to December 19, 2011.
5. For the P-card billing cycle that ends December 14, 2011, the last day to use your P-card is December 2, 2011. The P-card log for this billing cycle is to be submitted by December 12, 2011. Starting December 15, 2011, you can begin using your P-card for the next billing cycle.
6. The Business Office Cashier deadlines are as follows:
 - a. For UHH Departments:
 - In person transactions – Thursday, December 15, 2011 at 4:00 pm
 - Night Depository - last pick up will be at 8:00 am on Friday, December 16, 2011. The Night Depository will be closed until Tuesday, January 3, 2012.
 - b. For Students:
 - The Cashier's window will close at 11:00 am on Friday, December 16, 2011.

Your assistance and understanding in this situation is greatly appreciated. Please contact the Business Office at 974-7404 should you have any questions or concerns.



Marie Honda
Director of Business Services