

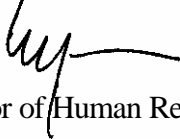
# UNIVERSITY OF HAWAII

Office of Human Resources

MEMORANDUM

December 21, 2006

TO: Vice Presidents  
Chancellors  
State Director for Career and Technical Education  
Manoa Deans and Directors

FROM: Edward Yuen   
System Director of Human Resources

SUBJECT: Schedule for Submitting Monthly Reports of Delegated Personnel Actions

The subject monthly reports of personnel actions taken pursuant to the delegation of authority by the President are to be submitted electronically (send email to: [uh-monthlyrpt-1@hawaii.edu](mailto:uh-monthlyrpt-1@hawaii.edu)) or on diskette to the Office of Human Resources for consolidated monthly submission to the Board. The 2006-2007 due dates are as follows:

| MONTHLY REPORT<br>SUBMITTED TO<br>PRESIDENT/BOARD | MONTHLY REPORTS<br>DUE TO OHR |
|---|-------------------------------|
| January   | December 27, 2006             |
| February  | January 24, 2007              |
| March   | February 21, 2007             |
| April   | March 28, 2007                |
| May   | April 23, 2007                |
| June  | May 25, 2007                  |
| July  | June 27, 2007                 |
| August  | July 27, 2007                 |
| September   | August 27, 2007               |
| October   | September 24, 2007            |
| November  | October 26, 2007              |
| December  | November 26, 2007             |

The prescribed format shall be followed in preparing the report and may be accessed through the OHR Home Page under the HR Documents/General Documents section. The direct address of this page is: <http://www.hawaii.edu/ohr/docs/mo-dele.htm>

This schedule is subject to modification. Should you have any questions, please call Stacy Shigemura at 956-7798 (or e-mail [sshigemu@hawaii.edu](mailto:sshigemu@hawaii.edu)).

c: Personnel Representatives (via web)