



MEMORANDUM

November 1, 2007

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

FROM: Brenna Hashimoto *Brenna Hashimoto*  
System Director of Human Resources

SUBJECT: 2008 Schedule for Submitting Monthly Report of Delegated Personnel Actions

The monthly report of personnel actions taken pursuant to the delegation of authority by the President is to be submitted electronically to the Office of Human Resources for consolidated submission to the Board of Regents. Please email the monthly report to [uh-monthlyrpt-1@hawaii.edu](mailto:uh-monthlyrpt-1@hawaii.edu) in accordance with the following schedule:

MONTHLY REPORT SUBMITTED TO PRESIDENT/BOARD	MONTHLY REPORTS DUE TO OHR
January	December 27, 2007
February	January 28, 2008
March	February 25, 2008
April	March 31, 2008
May	April 28, 2008
June	May 27, 2008
July	June 23, 2008
August	July 28, 2008
September	August 25, 2008
October	September 22, 2008
November	October 27, 2008
December	November 24, 2008

To facilitate the collection and timely reporting of actions, please adhere to the prescribed format when preparing the report. The approved format may be accessed through the OHR Home Page under HR Documents/General Documents. 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 Diane Ho at 956-9488 (or e-mail [dho@hawaii.edu](mailto:dho@hawaii.edu))

c: Personnel Representatives (via web)