



MEMORANDUM

December 1, 2008

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: 2009 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-l@hawaii.edu in accordance with the following schedule:

MONTHLY REPORT SUBMITTED TO PRESIDENT/BOARD	MONTHLY REPORT DUE TO OHR
January	December 29, 2008
February	January 26, 2009
March	February 23, 2009
April	March 30, 2009
May	April 27, 2009
June	May 26, 2009
July	June 29, 2009
August	July 27, 2009
September	August 31, 2009
October	September 28, 2009
November	October 26, 2009
December	November 30, 2009

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 Darrick Tanigawa at 956-4603 (or e-mail uh-monthlyrpt-l@hawaii.edu).

c: Personnel Representatives (via web)