

## PROCESSING OF UH FORM 82 (OHR), UH 403 (b) SALARY REDUCTION AGREEMENT

- 1) Employees and Agents/Registered Representatives shall complete UH Form 82 (OHR), UH 403(b) Salary Reduction Agreement when initiating, changing, and/or canceling a salary reduction for a tax-deferred annuity and/or custodial account. The UH Form 82 can be obtained by:

- ◆ Downloading a copy from the University of Hawai‘i, Office of Human Resources (OHR) home page:

<http://www.hawaii.edu/ohr>

Click on the “TDA (403b)” button to print the UH Form 82.

- ◆ Requesting a copy from UH departmental personnel/administrative officers.

Employees and Agents/Registered Representatives must ensure that the forms are completed legibly and correctly to avoid errors and delays in processing of the forms.

Employees and Agents/Registered Representatives needing assistance with the completion or processing of the UH Form 82 can contact the employees’ departmental personnel/administrative officers or OHR.

- 2) Based on the established monthly deadline dates (copy is available on the OHR homepage), Agents/Registered Representatives or Employees shall:

Submit the original and a copy of the completed UH Form 82 with a self-addressed stamped envelope to:

**Office of Human Resources  
2440 Campus Road  
Administrative Services Building 2  
Honolulu, HI 96822**

- 3) OHR will audit the UH Form 82 for approval and processing. All required information must be completed on the form.
  - ◆ If information on the UH Form 82 is incorrect or not legible, OHR will follow up with Agent/Registered Representative/Employee for clarification or verification. However, if the form cannot be approved and processed, the UH Form 82 will be returned without action to Agent/Registered Representative/Employee.
  - ◆ UH Form 82s received at OHR after the established deadlines will be processed for the next effective date/pay period.
- 4) OHR will retain the original approved and processed UH Form 82s.
- 5) OHR will mail to the Agents/Registered Representatives in SASE the Employee’s copy of the approved UH Form 82. It is, therefore, the responsibility of the Agents/Registered Representatives to ensure that the approved Employee copy of the UH Form 82 is forwarded to the Employee.