



STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM

November 13, 2008

TO: State and County Personnel Officers
FROM: Wesley Machida, Assistant Administrator *Wesley K. Machida*
SUBJECT: Personnel Action Forms

The Employees' Retirement System (ERS) receives thousands of personnel action forms each month. We appreciate your continued assistance in discarding the forms that are not required for retirement purposes. This enables us to concentrate on enrollment problems and reduces the flow of paper between our agencies.

NOT REQUIRED by the ERS:

- All forms for an employee who is not eligible for ERS membership
- Regular salary changes, promotions, demotions
- Changes in stipends, pay differentials, hazard pay, etc.

REQUIRED by the ERS:

- **Service**
 - √ New appointments or reemployment
 - √ Termination/Resignation
 - √ Retirement
 - √ Death
 - √ Change in FTE (if 50% FTE or more, or if an ERS member's FTE drops below 50%)
 - √ Correction or changes in name, social security number, or retirement codes
- **Leaves**
 - √ Leaves without pay (LWOP) and return to duty
 - √ Industrial injury leave
 - √ Maternity leave without pay
 - √ Military
 - √ Sabbatical, Professional Improvement
 - √ Extension of leaves, suspensions, etc.
- **Retroactive Payments and Reallocations**
- **Address Changes**

Your cooperation is greatly appreciated.



Employees' Retirement System
of the State of Hawaii