University of Hawai‘i
Request for a Post-Separation Vacation Pay Deferral to the State of Hawai‘i Deferred Compensation Plan (Island $avings Plan)

INSTRUCTIONS

The deferral of pay for unused vacation to your deferred compensation plan requires many steps and a great deal of coordination by several agencies. It is very important that the steps outlined in these instructions be followed for a successful deferral within the applicable time limits imposed by the Internal Revenue Service.

STEP 1. Read and review the following:

• Information Sheet for the University of Hawai‘i Vacation Pay Deferral Program;
• University of Hawai‘i Request for a Post-Separation Vacation Pay Deferral to the State of Hawai‘i Deferred Compensation Plan (Island $avings Plan); and
• The current University of Hawai‘i Payout Schedule for Post-Separation Vacation Pay Deferrals.

STEP 2. Complete the University of Hawai‘i Request for a Post-Separation Vacation Pay Deferral to the State of Hawai‘i Deferred Compensation Plan (Island $avings Plan) and submit it to your human resources representative as soon as you decide you would like to defer your unused vacation pay – but, no later than fourteen (14) days prior to your last date of employment (COB date) before your separation from service

Note: The form requires that you provide the Target Vacation Payout and Deferral Date. To find this date, check the current University of Hawai‘i Payout Schedule for Post-Separation Vacation Pay Deferrals for the pay period in which you will be separating service (Column A), move along the same row to Column D - your applicable Target Pay Date of Vacation Payout and Deferral.

STEP 3. Upon submitting your completed University of Hawai‘i Request for a Post-Separation Vacation Pay Deferral Form to your human resources representative, FAX a copy to Island $avings Plan Representatives at the Prudential Retirement– Honolulu Office – but, no later than fourteen (14) days prior to your last date of employment (COB date) before separation from service

Prudential Retirement– Honolulu Office Contact Information:

Phone: 1-888-712-5642, press ‘2’ when prompted to be linked to the Prudential Retirement - Honolulu Office
Fax: (808)536-0572
Address: 1100 Alakea Street
Suite 1550
Honolulu, HI 96813
STEP 4. **Cancel personal payroll deductions you have authorized** - except for your deferred compensation plan deduction. Such personal payroll deductions include, but are not limited to, parking fee deductions; medical insurance with Hawaii Employer-Union Health Benefits Trust Fund (EUTF); Union benefit plans with your applicable Employee Union; Flexible Spending Account Plan (Island Flex) with Comprehensive Financial Planning, Inc.; credit union with which you are a member; etc. Requests to cancel your personal payroll deductions should be submitted as soon as possible and made effective upon your date separation from service. **See your human resources representative for assistance.**

**Note:** It is important to cancel your personal payroll deductions (non-deferred compensation plan deductions) to prevent such deductions from occurring when your unused vacation pay is paid out which may affect the amount actually deferred to your deferred compensation plan (Island Savings Plan).

STEP 5. Obtain your final unused vacation payout dollar amount (not vacation leave hours) from your human resources representative.

**Note:** You do not need to wait for your final audited unused vacation dollar amount if you want to defer the maximum allowable amount. If your intent is to defer as much State and Federal taxes as possible, call the Prudential Retirement - Honolulu Office as soon as possible.

STEP 6. Complete (including your desired vacation payout deferral amount), indicate whether you are on payroll lag or paid after the fact, sign, and submit to Island Savings Plan representatives at the Prudential Retirement – Honolulu Office the form entitled Post Separation Vacation Payout Deferral Election Form by the date shown in Column B of the University of Hawai‘i Payout Schedule for Post Separation Vacation Pay Deferrals for the pay period in which you separated service (see Column A). You may wish to contact a Prudential Retirement representative to discuss your deferral amount and what it means when you are on payroll lag or paid after the fact. **Reminder:** Please review your paycheck on pay day for the correct deferral amounts and report any discrepancies to Prudential Retirement within 2 days of pay date.

**IMPORTANT:** SHOULD YOU DECIDE NOT TO SEPARATE SERVICE (i.e. RESIGN, RETIRE, etc) OR CHANGE YOUR EFFECTIVE DATE OF SEPARATION, YOU MUST NOTIFY ISLAND SAVINGS PLAN REPRESENTATIVES AT THE PRUDENTIAL RETIREMENT – HONOLULU OFFICE AND YOUR HUMAN RESOURCES REPRESENTATIVE AND PAYROLL OFFICES IMMEDIATELY TO STOP OR ADJUST THE DATE OF YOUR VACATION PAYOUT AND DEFERRAL – BUT, NO LATER THAN THE DATE LISTED IN COLUMN C (DEADLINE FOR EMPLOYEE TO RESCIND REQUEST FOR DEFERRAL WITH PRUDENTIAL RETIREMENT) OF THE UNIVERSITY OF HAWAI‘I PAYOUT SCHEDULE FOR POST-SEPARATION VACATION PAY DEFERRALS.