



## WHAT YOU MAY NEED TO KNOW AS YOU LEAVE UNIVERSITY OF HAWAII EMPLOYMENT

This information is being provided to help you prepare for leaving University of Hawaii service and is only a brief summary. The following does not constitute a legal document or contract and is subject to change.

<b><u>If You Have The Following Benefits:</u></b>	<b><u>What To Expect/What To Do/Who To Contact</u></b>																					
<b>Vacation Leave</b>	If eligible, you will be paid for unused vacation leave. Your Personnel/Fiscal Office processes the paperwork for your vacation payout and will ask you to sign a Form G-2. Your check will be deposited into your account or mailed to your home after your vacation and sick leave balances have been audited. If you are interested in deferring income taxes on your vacation payout, refer to the Deferred Compensation – IRC 457 and/or the Tax Sheltered Annuity – IRC 403(b) sections on page 2 for additional information.																					
<b>Sick Leave</b>	Unlike vacation, you will not be paid for unused sick leave. However, the accrued sick leave will be credited towards your pension benefit if you have a minimum of 60 days and if you are 'vested' in the Employees' Retirement System (ERS) and leave State employment in good standing. If you do not earn vacation leave and have less than 60 days of unused sick leave, you may donate the sick leave to the central leave bank for the Leave Sharing Program.																					
<b>Hawaii Employer-Union Health Benefits Trust Fund, including Life Insurance</b>	<p>Your medical and drug, dental, vision and chiropractic benefits stop on the last day of the pay period in which you terminate.</p> <p>Your life insurance will end as of the date of your termination; there is a 31 day conversion period, during which you may convert to an individual policy at an additional cost.</p> <p>You need to maintain your current address with the EUTF.</p> <p>The EUTF will send a Notice of Continuation of Health Insurance Coverage - COBRA Election Form directly to you with instructions and information regarding COBRA. You will have 60 days from the date of the notice or your termination date, whichever is later, to decide whether you want to enroll in COBRA.</p> <p>If you have further questions, you may email the EUTF at <a href="mailto:eutf@hawaii.gov">eutf@hawaii.gov</a>, call them at 808-586-7390 or from the neighbor islands, 1-800-295-0089, or visit their website, <a href="http://www.eutf.hawaii.gov">www.eutf.hawaii.gov</a>.</p>																					
<b>Union Sponsored Benefit Plans, including Insurance</b>	<p>Call your Union Plan Administrator or union office to inform them of your termination date.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">DTRIC (O'ahu) – 808-92-DTRIC</td> <td style="width: 33%;">HGEA (Hawaii) – 808-935-6841</td> <td style="width: 33%;">UPW (Hawaii) – 808-961-3424</td> </tr> <tr> <td>DTRIC – toll-free 1-877-923-8742</td> <td>HGEA (Kaua'i) – 808-245-6751</td> <td>UPW (Kaua'i) – 808-245-2412</td> </tr> <tr> <td>Farmers (O'ahu) – 808-533-2444</td> <td>HGEA (Maui) – 808-244-5508</td> <td>UPW (Maui) – 808-244-0815</td> </tr> <tr> <td>Farmers – toll-free 1-877-533-2444</td> <td>HGEA (O'ahu) – 808-543-0000</td> <td>UPW (O'ahu) – 808-847-2631</td> </tr> <tr> <td>Progressive – toll-free 1-888-223-3558</td> <td>UHPA – 808-593-2157</td> <td></td> </tr> <tr> <td>Royal State Group (O'ahu) – 808-539-1777</td> <td></td> <td></td> </tr> <tr> <td>Royal State Group – toll-free 1-800-890-9022</td> <td></td> <td></td> </tr> </table>	DTRIC (O'ahu) – 808-92-DTRIC	HGEA (Hawaii) – 808-935-6841	UPW (Hawaii) – 808-961-3424	DTRIC – toll-free 1-877-923-8742	HGEA (Kaua'i) – 808-245-6751	UPW (Kaua'i) – 808-245-2412	Farmers (O'ahu) – 808-533-2444	HGEA (Maui) – 808-244-5508	UPW (Maui) – 808-244-0815	Farmers – toll-free 1-877-533-2444	HGEA (O'ahu) – 808-543-0000	UPW (O'ahu) – 808-847-2631	Progressive – toll-free 1-888-223-3558	UHPA – 808-593-2157		Royal State Group (O'ahu) – 808-539-1777			Royal State Group – toll-free 1-800-890-9022		
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<b>Retirement</b>	<p>To be eligible for a vested/deferred retirement pension, you must meet the service credit eligibility requirement of your retirement plan before you terminate service. To be considered vested for the Noncontributory Plan, you need a minimum of 10 years of creditable service; for the Contributory and Hybrid Plans, you need 5 years of creditable service. Information on retirement benefits when you leave government service may be viewed in the publication “What are my retirement benefits if I am no longer employed by the State or County?”</p> <p>Contributory Plan: <a href="http://www4.hawaii.gov/ers/Publications/NoLongerEmployed/Contributory200910.pdf">www4.hawaii.gov/ers/Publications/NoLongerEmployed/Contributory200910.pdf</a>  Noncontributory Plan: <a href="http://www4.hawaii.gov/ers/Publications/NoLongerEmployed/Noncontributory200910.pdf">www4.hawaii.gov/ers/Publications/NoLongerEmployed/Noncontributory200910.pdf</a>  Hybrid Plan: <a href="http://www4.hawaii.gov/ers/Publications/NoLongerEmployed/Hybrid200910.pdf">www4.hawaii.gov/ers/Publications/NoLongerEmployed/Hybrid200910.pdf</a></p> <p>For the most current information on retirement benefits, please view the Employees’ Retirement System (ERS) website: <a href="http://www4.hawaii.gov/ers/">www4.hawaii.gov/ers/</a> ERS contact information may be obtained at <a href="http://www4.hawaii.gov/ers/ContactUs.htm">www4.hawaii.gov/ers/ContactUs.htm</a></p> <p>REMINDER: <b>RETIREMENT APPLICATION FILING REQUIREMENTS</b>  Pursuant to Chapter 88-73(c), HRS, you may file a retirement application as early as 150 days before but no later than 30 days before your retirement date. In addition, you must retire on the first day of a month or on the 1<sup>st</sup> or 31<sup>st</sup> of December. Please contact the ERS at 808-586-1735 for further clarification.</p>
<b>Deferred Compensation – IRC 457</b>	<p>If you are in the deferred compensation plan, call The Island Savings Plan at 1-888-71A-LOHA (1-888-712-5642), press 2 for local office, to notify them of your separation. The Island Savings Plan can provide counseling on deferred compensation concerns, such as cancellation of salary authorization and withdrawal of contributions, how to handle lump-sum vacation pay, and other matters which could affect your tax status. Island Savings Plan website: <a href="http://www.islandsavings.csplans.com">www.islandsavings.csplans.com</a></p>
<b>Tax Sheltered Annuity – IRC 403(b)</b>	<p>If you are in the Tax Sheltered Annuity Plan, complete a Salary Reduction Agreement (UH Form 82) to cancel the payroll deduction and submit to National Benefit Services (third party administrator). Fax 1-800-597-8206 or mail to National Benefit Services, 8523 S. Redwood Road, West Jordan, UT 84088. Do not close your 403(b) account(s) until the last contribution has been deposited.</p> <p>You may choose to leave your funds with your current provider, or you may choose to transfer your account balances to an Individual Retirement Account (IRA), 401(a), 401(k), 403(b) or 457 plan. All 403(b) withdrawals/distributions are taxable and may be subject to tax penalties. Check with your service provider for further details.</p> <p>Call National Benefit Services toll-free at 1-800-274-0503, ext. 240 or email at <a href="mailto:UH403b@NBSbenefits.com">UH403b@NBSbenefits.com</a> for assistance with tax sheltered annuity concerns, such as cancellation of salary authorization, withdrawal of contributions, how to handle lump-sum vacation pay, and other matters. Website: <a href="http://www.nbsbenefits.com/uh403b">www.nbsbenefits.com/uh403b</a></p>
<b>Island Flex (Flexible Spending Accounts)</b>	<p>Your <i>Island Flex</i> eligibility ends on your termination date. Be sure to contact the administrator (Comprehensive Financial Planning, Inc.) at 808-596-7006 or toll free at 1-877-550-5552 to inform them of your termination. If you are enrolled in the Medical Flexible Spending Account, you may be eligible to continue participating in the Island Flex program by paying your monthly contribution and administrative fee with after-tax dollars. Island Flex website: <a href="http://www.compfinplan.com/">www.compfinplan.com/</a></p>

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<p><b>Payroll Deductions</b></p> <ul style="list-style-type: none"> <li>❖ <b>Parking</b></li>   <li>❖ <b>Bus Pass, Van Pool Hawai‘i, Handi-Van</b></li>   <li>❖ <b>Direct Deposits</b></li> </ul>	<p><b>Cancel your parking assignment.</b> If you park in a UHM managed parking facility and have a payroll deduction, complete a Form D-60 to cancel the salary authorization. A form-fillable Form D-60 is available at: <a href="http://www.fmo.hawaii.edu/payroll/forms.html">www.fmo.hawaii.edu/payroll/forms.html</a>. Please complete the sub-division/school, social security number, name, type TB (transportation benefit), and Agent 780. Check the “Cancels” box and sign and date the form using dark blue ink. On the day before your separation, return the parking permit and completed Form D-60 to the UHM Parking Office (Queen Lili‘uokalani Center for Student Services, 2600 Campus Road, Rm. 014). If the parking permit was paid with a check or credit card, the UHM Parking Office will refund you the pro-rated amount. You will be issued a parking pass for your last day of work. Any questions may be directed to the UHM Parking Office at 808-956-8899. You may email <a href="mailto:parking@hawaii.edu">parking@hawaii.edu</a> to provide advance notification of your plans to cancel parking.</p> <p>Complete the cancellation form and submit to your Human Resources Office within 45 days of separation. If sufficient notice is not given, another payroll deduction will occur and you will have another bus pass or voucher to pick up at the UHM Parking Office. Website: <a href="http://www.hawaii.edu/ohr/buspass/buspass.htm">www.hawaii.edu/ohr/buspass/buspass.htm</a></p> <p>Contact your Human Resources Office or department secretary and complete a Form D-60 (<a href="http://www.fmo.hawaii.edu/payroll/forms.html">www.fmo.hawaii.edu/payroll/forms.html</a>) to cancel your direct deposit. To complete the form, follow the instruction sheet. Allow approximately two pay periods for the cancellation to take effect.</p>										
<p><b>Other Payroll Deductions</b></p> <ul style="list-style-type: none"> <li>❖ <b>Credit Unions</b></li>   <li>❖ <b>Union Dues and Other Union Payroll Deductions</b></li>   <li>❖ <b>Aloha United Way</b></li> </ul>	<p>Call your credit union, especially if you need to make other arrangements for loan payments and to also cancel your payroll deductions. If you belong to the University of Hawai‘i Federal Credit Union, their telephone number is 808-983-5500 or toll free 1-800-927-3397.</p> <p>Call your union office.</p> <table border="0" style="width: 100%;"> <tr> <td>HGEA (Hawai‘i) – 808-935-6841</td> <td>UPW (Hawai‘i) – 808-961-3424</td> </tr> <tr> <td>HGEA (Kaua‘i) – 808-245-6751</td> <td>UPW (Kaua‘i) – 808-245-2412</td> </tr> <tr> <td>HGEA (Maui) – 808-244-5508</td> <td>UPW (Maui) – 808-244-0815</td> </tr> <tr> <td>HGEA (O‘ahu) – 808-543-0000</td> <td>UPW (O‘ahu) – 808-847-2631</td> </tr> <tr> <td>UHPA – 808-593-2157</td> <td></td> </tr> </table> <p>If you contribute through payroll deduction, contact Aloha United Way at 808-536-1951 to notify them of your separation.</p>	HGEA (Hawai‘i) – 808-935-6841	UPW (Hawai‘i) – 808-961-3424	HGEA (Kaua‘i) – 808-245-6751	UPW (Kaua‘i) – 808-245-2412	HGEA (Maui) – 808-244-5508	UPW (Maui) – 808-244-0815	HGEA (O‘ahu) – 808-543-0000	UPW (O‘ahu) – 808-847-2631	UHPA – 808-593-2157	
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<b>Unemployment Benefits</b>	<p>Call Hawai'i Tele-Claim (claim filing by telephone) at 808-643-5555 to file an application for benefits. If calling from another state, Canada, Puerto Rico, or the Virgin Islands, call 1-877-215-5793.</p> <p>For additional information about unemployment insurance benefits, call the Unemployment Office nearest you.</p> <table border="0" data-bbox="527 375 1829 467"> <tr> <td>808-586-8970 (Honolulu, O'ahu)</td> <td>808-274-3043 (Kaua'i)</td> <td>808-974-4086 (Hilo, Hawai'i)</td> </tr> <tr> <td>808-233-3679 (Kāne'ohe, O'ahu)</td> <td>808-553-1750 (Moloka'i)</td> <td>808-322-4822 (Kona, Hawai'i)</td> </tr> <tr> <td>808-675-0030 (Waipahu, O'ahu)</td> <td colspan="2">808-984-8400 (Maui) (Lāna'i residents may call collect)</td> </tr> </table>	808-586-8970 (Honolulu, O'ahu)	808-274-3043 (Kaua'i)	808-974-4086 (Hilo, Hawai'i)	808-233-3679 (Kāne'ohe, O'ahu)	808-553-1750 (Moloka'i)	808-322-4822 (Kona, Hawai'i)	808-675-0030 (Waipahu, O'ahu)	808-984-8400 (Maui) (Lāna'i residents may call collect)	
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<b>Employment</b>	<p>The Department of Labor and Industrial Relations, Workforce Development Division's professional staff are available, at no charge, to:</p> <ul style="list-style-type: none"> <li>• Interview you to identify job experience, skills, and interests;</li> <li>• Give you information about jobs, qualifications required and physical demands;</li> <li>• Refer you to job openings and develop suitable openings;</li> <li>• Provide aptitude testing and referral to skill training programs, if eligible.</li> </ul> <p>Additionally, you can review computer listings of available jobs in the community (<a href="http://www.hirenethawaii.com">www.hirenethawaii.com</a>). For more information, call:</p> <table border="0" data-bbox="527 769 1881 841"> <tr> <td>808-586-8703 (O'ahu)</td> <td>808-981-2860 (Hilo, Hawai'i)</td> <td>808-984-2091 (Maui, Lāna'i, Moloka'i)</td> </tr> <tr> <td>808-274-3056 (Kaua'i)</td> <td colspan="2">808-327-4770 (Kona, Hawai'i)</td> </tr> </table>	808-586-8703 (O'ahu)	808-981-2860 (Hilo, Hawai'i)	808-984-2091 (Maui, Lāna'i, Moloka'i)	808-274-3056 (Kaua'i)	808-327-4770 (Kona, Hawai'i)				
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<b>Returning to Work at the University after Retirement</b>	<p>Effective January 1, 2011, all ERS retirees employed by the State or county must meet the following requirements under Section 88-9, HRS.</p> <ul style="list-style-type: none"> <li>• A six (6) consecutive calendar month break in State or county employment, including the Research Corporation of the University of Hawai'i (RCUH), prior to the first day of employment if the retiree is employed in a position that is excluded from ERS membership.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• A twelve (12) consecutive calendar month break in State or county employment, including the RCUH, prior to the first day of employment if the retiree is employed in a position identified as a labor shortage or difficult to fill position.</li> </ul> <p>Please be advised that the law does not prohibit the employment of retirants who are re-enrolled as active ERS members when they return to State or county employment. Upon re-enrollment, the retirant's pension and other retirement benefits will be suspended until the member retires again.</p>									