



WHAT YOU MAY NEED TO KNOW AS YOU LEAVE UNIVERSITY OF HAWAI'I EMPLOYMENT

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

<u>If You Have The Following Benefits:</u>	<u>What To Expect/What To Do/Who To Contact</u>												
Vacation Leave	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.												
Sick Leave	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.												
Hawaii Employer-Union Health Benefits Trust Fund, including Life Insurance	<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 after the receipt of the notice or your termination date, whichever is later, to decide whether you want to enroll in COBRA. You may be eligible for a temporary 65% subsidy for COBRA continuation premiums for up to 9-months if you were involuntarily terminated between September 1, 2008 and December 31, 2009.</p> <p>If you have further questions, you may email the EUTF at eutf@hawaii.gov, call them at 808-586-7390 or from the neighbor islands, 1-800-295-0089, or visit their website, www.eutf.hawaii.gov.</p>												
Union Sponsored Benefit Plans, including Life Insurance	<p>Call your Union Plan Administrator or union office to inform them of your termination date.</p> <table border="0"> <tr> <td>AIG Hawai'i – 808-544-3944</td> <td>HGEA (Hawai'i) – 808-935-6841</td> </tr> <tr> <td>DTRIC – 808-951-1700</td> <td>HGEA (Kaua'i) – 808-245-6751</td> </tr> <tr> <td>Royal State Group – 808-539-1600</td> <td>HGEA (Maui) – 808-244-5508</td> </tr> <tr> <td></td> <td>HGEA (O'ahu) – 808-543-0000</td> </tr> <tr> <td></td> <td>UHPA – 808-593-2157</td> </tr> <tr> <td></td> <td>UPW – 808-847-2631</td> </tr> </table>	AIG Hawai'i – 808-544-3944	HGEA (Hawai'i) – 808-935-6841	DTRIC – 808-951-1700	HGEA (Kaua'i) – 808-245-6751	Royal State Group – 808-539-1600	HGEA (Maui) – 808-244-5508		HGEA (O'ahu) – 808-543-0000		UHPA – 808-593-2157		UPW – 808-847-2631
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<p>Retirement</p>	<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: http://www4.hawaii.gov/ers/Publications/NoLongerEmployed/ContribNoLongerEmployed2006.pdf Noncontributory Plan: http://www4.hawaii.gov/ers/Publications/NoLongerEmployed/NoncontribNoLongerEmployed2006.pdf Hybrid Plan: http://www4.hawaii.gov/ers/Publications/NoLongerEmployed/HybridNoLongerEmployed200611.pdf</p> <p>For the most current information on retirement benefits, please view the Employees’ Retirement System (ERS) website: www4.hawaii.gov/ers/</p> <p>REMINDER: <u>RETIREMENT APPLICATION FILING REQUIREMENTS</u> 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 1st or 31st of December. Please contact the ERS at 808-586-1735 for further clarification.</p>
<p>Deferred Compensation – IRC 457</p>	<p>If you are in the deferred compensation plan, immediately call The Island Savings Plan at 1-888-71A-LOHA (1-888-712-5642) option #2 for the Local Office, as soon as you know you will separate from State employment. ING 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: www.islandsavings.csplans.com</p>
<p>Tax Sheltered Annuity – IRC 403(b)</p>	<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 OHR. Do not close the account 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) or to a 401(a), 401(k), 403(b) or 457 plan sponsored by a new employer. 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 the Office of Human Resources at 956-8643 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: www.pers.hawaii.edu/tda/</p>
<p>Island Flex (Flexible Spending Accounts)</p>	<p>Your <i>Island Flex</i> eligibility ends on your termination date. Be sure to contact the administrator (Comprehensive Financial Planning, Inc.) at 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: www.compfinplan.com/</p>

<p>Payroll Deductions</p> <ul style="list-style-type: none"> ❖ Parking ❖ Bus Pass, Van Pool Hawai‘i, Handi-Van ❖ Savings Bonds ❖ Direct Deposits 	<p>Cancel your parking assignment. If you park in a UHM managed parking facility and have a payroll deduction, complete a Form D-60 to cancel the salary authorization. The Form D-60 may be obtained from your Personnel Office or the UHM Parking Office and must be typed. 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 you paid for your parking permit with a check or credit card, the UHM Parking Office will refund you a pro-rated amount. You will be issued a parking pass for your last day of work. Call UHM Parking Office at 956-8899 if you have any questions.</p> <p>Complete the cancellation form and submit to the Personnel Office within 45 days of separation. If sufficient notice is not given, another payroll deduction will occur and the employee will have another bus pass or voucher to pick up at the UHM Parking Office. Website: www.hawaii.edu/ohr/buspass/</p> <p>If, at the time of your termination, your payroll deductions aren’t enough to issue a bond, a bond refund check will be processed and sent to you. You should receive it within 6-8 weeks after you cancel your payroll deduction. Complete the U.S. Savings Bonds Authorization (Form D-68) to cancel your payroll deduction and submit to DAGS. Form D-68: www.hawaii.edu/ohr/download/savings.pdf</p> <p>Contact your Personnel Office or department secretary and complete a Form D-60 to cancel your direct deposit. Enter Type BA and the agent’s name. Allow approximately two pay periods for the cancellation to take effect.</p>								
<p>Other Payroll Deductions</p> <ul style="list-style-type: none"> ❖ Credit Unions ❖ Union Dues and Other Union Payroll Deductions ❖ Aloha United Way 	<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 Hawaii Federal Credit Union, their telephone number is 983-5500 or toll free 1-800-927-3397.</p> <p>Call your union office.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">HGEA (Hawai‘i) – 935-6841</td> <td style="width: 50%;">UHPA – 593-2157</td> </tr> <tr> <td>HGEA (Kaua‘i) – 245-6751</td> <td>UPW – 847-2631</td> </tr> <tr> <td>HGEA (Maui) – 244-5508</td> <td></td> </tr> <tr> <td>HGEA (O‘ahu) – 543-0000</td> <td></td> </tr> </table> <p>If you contribute through payroll deduction, contact Aloha United Way at 536-1951 to notify them of your separation.</p>	HGEA (Hawai‘i) – 935-6841	UHPA – 593-2157	HGEA (Kaua‘i) – 245-6751	UPW – 847-2631	HGEA (Maui) – 244-5508		HGEA (O‘ahu) – 543-0000	
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Unemployment Benefits	<p>Call Hawai'i Tele-Claim (claim filing by telephone) to file an application for benefits. Call 643-5555 from anywhere in Hawai'i. Call 1-877-215-5793 if calling from another state, Canada, Puerto Rico, or the Virgin Islands.</p> <p>For additional information about unemployment insurance benefits, call the Unemployment Office nearest you.</p> <table border="0"> <tr> <td>586-8970 or 586-8971 (Honolulu/Kāne'ohe)</td> <td>675-0030 (Waipahu/O'ahu)</td> <td>274-3043 (Kaua'i)</td> </tr> <tr> <td>322-4822 (Kona/Hawai'i)</td> <td>974-4086 (Hilo/Hawai'i)</td> <td></td> </tr> <tr> <td>984-8400 (Maui) (Lāna'i residents may call collect)</td> <td>553-1750 (Moloka'i)</td> <td></td> </tr> </table>	586-8970 or 586-8971 (Honolulu/Kāne'ohe)	675-0030 (Waipahu/O'ahu)	274-3043 (Kaua'i)	322-4822 (Kona/Hawai'i)	974-4086 (Hilo/Hawai'i)		984-8400 (Maui) (Lāna'i residents may call collect)	553-1750 (Moloka'i)	
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Employment	<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"> • Interview you to identify job experience, skills, and interests; • Give you information about jobs, qualifications required and physical demands; • Refer you to job openings and develop suitable openings; • Provide aptitude testing and referral to skill training programs, if eligible. <p>Additionally, you can review computer listings of available jobs in the community (http://www.hirehawaii.com). For more information, call:</p> <table border="0"> <tr> <td>586-8700 (Honolulu)</td> <td>233-3700 (Windward/O'ahu)</td> <td>675-0010 (Leeward/Oahu)</td> <td>692-7630 (Kapolei)</td> </tr> <tr> <td>981-2860 (Hilo/Hawai'i)</td> <td>327-4770 (Kona/Hawai'i)</td> <td>274-3056 (Kaua'i)</td> <td>984-2091 (Maui)</td> <td>553-1755 (Moloka'i)</td> </tr> </table>	586-8700 (Honolulu)	233-3700 (Windward/O'ahu)	675-0010 (Leeward/Oahu)	692-7630 (Kapolei)	981-2860 (Hilo/Hawai'i)	327-4770 (Kona/Hawai'i)	274-3056 (Kaua'i)	984-2091 (Maui)	553-1755 (Moloka'i)
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Prepared by the Office of Human Resources

May 2009