

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM

June 19, 2007

TO: State and County Department Personnel Officers

FROM: Marleen Nishimiya *Marleen Nishimiya*
Acting Benefits Manager

SUBJECT: Unenrolled Members of the Employees' Retirement System

To facilitate the enrollment of our members, this is a reminder that it is **mandatory** for the employing agencies to submit the Membership Enrollment Form (Form EC&B-1) to the ERS within 30 days of an employee's date of hire. With the EC&B-1, the following supporting documents should be completed and attached:

- √ Form 1A - Designation of Beneficiary (Contributory and Hybrid Plan members)
- √ Personnel action form of the member's initial appointment

A reminder memo with a list of members who have not been enrolled and a turnaround document will be sent periodically to departments. (See attachments.) ERS would like to ensure that all eligible ERS members are enrolled timely allowing for all pertinent information about the member to be inputted correctly.

We sincerely appreciate your efforts in assisting us and your continued support of our retirement program. Should you have any questions, please call Serena Chai, Clerical Supervisor, at (808) 586-1683.

Attachments

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM

[Date]

TO: State and County Department Personnel Officers
FROM: Benefits Manager
SUBJECT: Unenrolled Members of the Employees' Retirement System

Attached is a listing of the unenrolled members from your department. ERS is aware that you may have sent in the personnel documents/forms just as we are sending this listing to you. If that is the case, please indicate on the turnaround document what action had been taken on the member.

Your assistance is needed with the following:

- Forward a readable copy of the personnel action form of the member's initial appointment with the Membership Enrollment Form, EC&B-1 (**mandatory**). Provide a copy of any personnel action form which corrects the initial appointment date.
- If the document does not include sex, birth date or address, please provide this information directly on the attached listing.

Your prompt attention and assistance to this matter are greatly appreciated. Please **respond by _____**.

We thank you in advance for assisting us in facilitating the enrollment of these members. If you need further assistance, please contact Serena Chai, Clerical Supervisor, at (808) 586-1683.

Attachment

Employees' Retirement System
201 Merchant Street, Suite 1400
Honolulu HI 96813

Attention: Serena Chai

Re: List of Unenrolled Members

Attached is/are the personnel action form(s) that you requested.

Personnel Officer's signature

Date

Phone number