

Dear

You have applied for a position with the University of Hawai'i and have received a conditional offer. As a condition of employment, Hawai'i law requires full-time, part time (20 or more hours per week), permanent or temporary employees with an appointment period of more than 3 months to become a member of the Employees' Retirement System (ERS). The following information is needed by ERS to enroll you in the correct retirement plan, complete the processing of your hire documents, and generate your first paycheck through the state payroll system:

Last Name: _____

First Name: _____ M.I.: _____

Former Name(s): _____

Full Social Security Number: _____

Date of Birth: _____ (mm/dd/yyyy)

Prospective Employee Signature

Date

If you do not wish to share the above information at this time, there may be a delay in the receipt of your first paycheck. The information provided will be kept confidential and used for University business purposes only.

Please fax, mail or hand-deliver document to:

Fax number: _____

Should you have any questions, please contact me at _____ or via email
at:

Thank you.