



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.

<u>If You Have The Following Benefits Services:</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 Human Resources/Fiscal Office processes the paperwork for your vacation payout. 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 Tax Sheltered Annuity – IRC 403(b) and/or Deferred Compensation – IRC 457 sections on page 2 and 3 for additional information.
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. 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.
Employees' Retirement System (ERS) – Retirement Pension	<p>Before leaving employment contact Employees' Retirement System (ERS) or call (808) 586-1735 to get up to date information on your benefits eligibility and ensure your contact information is current.</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. 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>To be considered vested:</p> <ul style="list-style-type: none"> • Contributory Plan members need 5 years of creditable service • Noncontributory Plan members need 10 years of creditable service • Hybrid Plan members with membership date prior to July 1, 2012, need 5 years of creditable service • Hybrid Plan members with membership date after June 30, 2012, need 10 years of creditable service <p>For the most current information on retirement benefits, please view the ERS website: http://ers.ehawaii.gov/</p> <p>REMINDER: RETIREMENT APPLICATION FILING REQUIREMENTS</p> <ul style="list-style-type: none"> • 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 for further clarification.

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Hawaii Employer-Union Health Benefits Trust Fund (EUTF) - Health Care Benefits 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 from the date of the notice or your termination date, whichever is later, to decide whether you want to enroll in COBRA.</p> <p>The Patient Protection and Affordable Care Act (ACA) require individuals to have health insurance. Individuals without health coverage may be subject to a tax penalty. Other options for health coverage include purchasing health insurance through individual health providers or through the Health Insurance Marketplace.</p> <p>If you are retiring, EUTF will assist you in enrolling in the EUTF retiree health benefits, please contact them to arrange a retirement counseling session. To enroll in the EUTF retiree health plans an EC-2: Enrollment Form for Retirees must be completed. If you are Medicare eligible when you retire and planning to enroll in EUTF retiree health plan you must enroll in Medicare Part B.</p> <p>If you have further questions, you may email the EUTF at eutf@hawaii.gov, call them at 808-586-7390 or toll free 1-800-295-0089, or visit their website, www.eutf.hawaii.gov.</p>										
Union	<p>Contact your union office to inform them of your termination date and to determine any impact to your union sponsored benefit plans and insurance</p> <table border="0" data-bbox="527 976 1493 1146"> <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>	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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Deferred Compensation – IRC 457	<p>If you are in the deferred compensation plan, call The Island Savings Plan (ISP) at 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.</p>										

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Tax Sheltered Annuity – IRC 403(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 plans. 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. 540 or email at UH403b@NBSbenefits.com 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.</p>
Parking	<p>Contact your parking/business office for information and cancel your parking assignment.</p> <p>If you park in a UHM managed parking facility and have a payroll deduction, complete a Form D-60 to cancel the salary authorization. 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 parking@hawaii.edu to provide advance notification of your plans to cancel parking.</p>
Bus Pass, Handi-Van and vRide (O’ahu only)	<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.</p>
Island Flex (Flexible Spending Accounts)	<p>Your Island Flex eligibility ends on your termination date. Be sure to contact Comprehensive Financial Planning, Inc. (CFP) 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.</p>
Direct Deposits	<p>Contact your Human Resources Office or department secretary and complete a Form D-60 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>
Credit Unions	<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>

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Aloha United Way	If you contribute through payroll deduction, contact Aloha United Way at 808-536-1951 to notify them of your separation.									
Unemployment Benefits	<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. For additional information about unemployment insurance benefits, call the Unemployment Office nearest you.</p> <table border="0" data-bbox="527 381 2020 479"> <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>808-586-8970 (Waipahu, O'ahu)</td> <td>808-553-1750 (Moloka'i)</td> <td>808-322-4822 (Kona, Hawai'i)</td> </tr> <tr> <td colspan="3">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)	808-586-8970 (Waipahu, O'ahu)	808-553-1750 (Moloka'i)	808-322-4822 (Kona, Hawai'i)	808-984-8400 (Maui) (Lāna'i residents may call collect)		
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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 self-register and conduct online search for jobs in the community at www.hirenethawaii.com. For more information, call:</p> <table border="0" data-bbox="527 795 2020 860"> <tr> <td>808-586-8700 (O'ahu)</td> <td>808-981-2860 (Hilo, Hawai'i)</td> <td>808-984-2091 (Maui and Lāna'i)</td> </tr> <tr> <td>808-274-3056 (Kaua'i)</td> <td>808-327-4770 (Kona, Hawai'i)</td> <td>808-553-1755 (Moloka'i)</td> </tr> </table>	808-586-8700 (O'ahu)	808-981-2860 (Hilo, Hawai'i)	808-984-2091 (Maui and Lāna'i)	808-274-3056 (Kaua'i)	808-327-4770 (Kona, Hawai'i)	808-553-1755 (Moloka'i)			
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Returning to Work at the University after Retirement	<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> <p>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.</p> <p style="text-align: center;">OR</p> <p>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.</p> <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>									