



UNIVERSITY
of HAWAII
MĀNOA

Office of the Chancellor

December 20, 2017

MEMORANDUM

To: Vice Chancellors
Deans and Directors

From: David Lassner
Interim Chancellor 

SUBJECT: RETIREMENT CERTIFICATES AND AWARDS

Per UH Executive Policy [\(EP\) 9.220](#), Service, Retirement and Incentive Awards, and Administrative Procedure [\(AP\) 9.180](#), Service and Retirement Awards, eligible employees who have filed for retirement with the State of Hawai'i Employees' Retirement System shall be awarded the following:

- Retirement Service Certificate and Holder
- Retirement Award

(Note: Mānoa Human Resources continues to print service award certificates and notifies your respective HR representative.)

We ask for your assistance to ensure the retiree in your unit is recognized and the certificate and award are presented in a timely manner. Your unit is responsible for the purchase of the certificate, holder and award; attached is a general description of the process for securing the signatures on the certificate. Please coordinate with your HR representative.

Should you have questions, please contact Tammy Kuniyoshi, Mānoa Human Resources, at x63028 or tammyk@hawaii.edu.

Attachments:

Mānoa Procedures for Retirement Certificates (12/20/17)
Transmittal Memo Template: Request for Retirement Certificate Signatures (12/20/17)

c: Executive Assistant Ishii
Mānoa HR Director Kuniyoshi
President's Office
HR representatives

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UH MĀNOA PROCEDURES FOR RETIREMENT CERTIFICATES (12/20/17)

An employee who intends to retire must file retirement related documents with the State of Hawai'i Employees' Retirement System (ERS). Upon review of the documents including credible service, the ERS notifies the appropriate campus that an employee is eligible to retire. The notification to the respective campus may be timely or delayed depending on the volume of retirement filings with ERS. Please note the months of November and December are especially high volume periods for ERS so anticipate delays.

Upon notification by ERS:

1. Each school/college is responsible for purchasing the certificate and holder, and printing the retirement certificate. The certificate and a holder may be purchased at UH Bookstores (www.uhbooks.hawaii.edu/awards). Once logged in, click on "Create Order." Please refer to AP 9.180 for award cost limits based on years of service.
2. The certificate requires the signatures of the President and the Chair of the Board of Regents. To obtain the signatures, the unit should use the attached transmittal memo template and route via the appropriate offices. The memo with the corresponding certificate shall be received by the President's office by the 15th of each month for anticipated signing by end of the month. President's office will route the certificate to the Board of Regents (BOR) Office; please do not send the certificate direct to the BOR office.
3. The offices will obtain signatures as soon as possible, however, if submitted late, signatures may not be obtained in time for an event such as a retirement luncheon. As such, please plan accordingly. President's office will contact the unit for pick up.
4. Upon receipt of the signed certificate, you or your designee should recognize the employee and present the retirement certificate in its holder, along with the selected retirement award, to the retired employee in a timely manner.

TRANSMITTAL MEMO TEMPLATE:
REQUEST FOR RETIREMENT CERTIFICATE SIGNATURES (12/20/17)

Date

TO: Name
 Chair, Board of Regents

 Name
 President, UH System

FROM: Name
 School/College/Unit E/M Dean/Director

SUBJECT: REQUEST SIGNATURES FOR RETIREMENT CERTIFICATE(S)

We request your signature on the attached retirement certificate(s) for:

-- name
-- name
-- name

The retirement documents have been reviewed by our human resources representative and the State of Hawaii Employees' Retirement System has officially notified that the individual(s) is(are) eligible to retire. We are submitting, for your signature, the certificate(s) by the 15th of the month so the certificate(s) may be presented near end of the month/early the following month. I will ensure the retiree is recognized and provided the certificate and corresponding award.

Upon signature, please call (name) at (phone number) when certificate is ready for pickup.

Attachment – Certificate(s)