

INTERNAL

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: RETIREMENT WORKSHOPS – Island of Hawaii

Originator: W. Ikemori 6-4971

To: DAs/MSO

From: PERS

Date: 02/01/12

Memo No. 1

The Employees' Retirement System has announced the Pre-Retirement and Retirement Informational Sessions for the island of **Hawaii** (Hilo).

COURSE

DESCRIPTION:

Pre-Retirement Workshop

(Recommended for members within two (2) years of retirement)

Some of the topics to be covered include:

- Retirement options
- Credited Service
- Estimate of benefits
- The procedures to file for retirement benefits

SCHEDULE:

Please view subsequent page for session numbers, dates, time, and locations.

REGISTRATION:

Please submit a prioritized list of nominees on the DHS 104 Form, included with this announcement. Seating is limited to designated room capacity. Next to each nominee's name, please indicate the type of retirement plan that the employee has:

CO = Contributory, **NC** = Non-Contributory, **H** = Hybrid

Registration deadline is no later than two weeks prior to the scheduled workshop. Those who have questions regarding registration procedures, please contact Pauline Chun 586-4970/586-4959(TTY).

COST:

None.

ACCOMMODATIONS: In accordance with the Americans with Disabilities Act of 1990, members with special needs (e.g. sign language interpreter, large print materials) can request to make personal arrangements. Inquiries should be sent to Dayle Ishii or Rhoda Miyashiro, Employees' Retirement System, 101 Aupuni Street, Suite 208m, Hilo, HI 96720, (808) 974-4077 or 974-4076.

PARKING:

Parking for the Hilo sessions – metered stalls at Hilo State Building or if available street parking and at Wailoa Center marked stalls (parking not allowed on the grass)


PERS

c: DIR

**EMPLOYEES' RETIREMENT SYSTEM
2012 HAWAII ISLAND
SCHEDULE OF RETIREMENT WORKSHOPS**
www4.hawaii.gov/ers/

PRERETIREMENT WORKSHOPS for members within two years of retirement. Topics include credited service, retirement estimate, summary of benefits, the retirement options, and filing procedures.

#	Retirement Plan	DATE	TIME	LOCATION
1	Contributory	March 14	9:00 - 11:00	Hilo State Building Conference Rooms A,B,C
2	Contributory	June 19	9:00 - 11:00	
3	Contributory	June 13	1:30 - 3:30	Kealakehe Inter School Chorus Rm
4	Noncontributory	March 14	1:00 - 3:00	Hilo State Building Conference Rooms A, B, C
5	Noncontributory	June 19	1:00 - 3:00	
6	Noncontributory	June 13	10:00 - 12:00	Kealakehe Int School Chorus Rm
7	Hybrid	March 16	1:30 - 3:30	Hilo State Building Conference Rooms A, B, C
8	Hybrid	June 20	9:00 - 11:00	
9	Hybrid	June 14	9:00 - 11:00	Kealakehe Int School Chorus Rm

INFORMATIONAL WORKSHOPS for new or mid-career members wanting an overview of retirement facts. Topics: credited service, retirement options, benefits including disability retirement and active death benefits.

#	Retirement Plan	DATE	TIME	LOCATION
Contributory members in <i>Hilo</i> may enroll in Session 1 or 2				
Contributory members in <i>Kona</i> may enroll in Session 3				
10	Noncontributory	May 16	1:00 - 2:30	Hilo State Bldg Conf Rms A,B,C
11	Noncontributory	June 15	10:00 - 11:30	Kealakehe Inter School Chorus Rm
12	Hybrid	May 16	10:00 - 11:30	Hilo State Building Conference Rooms A,B,C
13	Hybrid	June 20	1:00 - 2:30	
14	NEW Hybrid-Members after 7/1/12	Dec 4	10:00 - 11:30	
15	Hybrid	June 15	12:30 - 2:00	Kealakehe Inter School Chorus Rm

To register: Please complete form below and fax to 974-4078 or mail to the address below no later than two weeks prior to the start of the class. Seating is limited to designated room capacity. There will be no confirmation sent for your registration. In accordance with the American with Disabilities Act of 1990, members with special needs can request to make personal arrangements. **Inquiries to:** Dayle Ishii or Rhoda Miyashiro, Employees' Retirement System, 101 Aupuni St, Ste 208, Hilo HI 96720, (808)974-4077 or 974-4076.

****NOTE:** Parking for the HILO sessions - metered stalls at Hilo State Bldg. or if available, street parking and at Wailoa Center marked stalls (parking not allowed on grass).

Please print: Name _____ Day Phone _____
 Department _____ Retirement Plan _____
 Session # (1 to 15) _____ Date/Time _____