



WHAT YOU MAY NEED TO KNOW AS YOU LEAVE STATE GOVERNMENT EMPLOYMENT

This information is being provided to help you prepare for leaving State government 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:</u>	<u>What To Expect/What To Do/Who To Call</u>
Vacation	You will be paid for unused vacation leave, if eligible. Your Personnel/Fiscal Office processes the paperwork for your vacation payout and will ask you to sign a Form G-2. Your check will be mailed to your home within four to six weeks after your vacation and sick leave credits have been audited. (NOTE: You should go to your Personnel Office to cancel all deductions, including your direct deposit, because voluntary deductions do not automatically stop upon your termination. These deductions could affect your total vacation payout.)
Sick Leave	Unlike vacation, you will not be paid for unused sick leave; however, it may be credited towards your retirement account. A minimum of 60 days of unused sick leave is required to increase your retirement pension if you are 'vested' in the Employees' Retirement System (ERS) and leave State employment in good standing.
Hawaii Employer-Union Health Benefits Trust Fund, including Life Insurance	<p>Your health benefits coverage (medical, drug, dental, vision, chiropractic) will stop on the last day of the pay period in which you terminate employment. Ensure that your personnel office sends a termination notice to the EUTF (EC-1 form) as soon as your termination date is established. The EUTF will mail a "COBRA Continuation Coverage Election Notice" and a "Continuation Coverage (COBRA) Election Form" directly to you with instructions and information regarding COBRA continuation coverage. Please be sure to notify the EUTF if you have any change in your mailing address. You will have 60 days (starting on the later of the date you are furnished the election notice or the date you lost coverage due to termination) to choose whether or not to elect continuation coverage. If you have further questions about COBRA, you may call the EUTF at 808-586-7390 or from the neighbor islands, 1-800-295-0089, email them at eutf@hawaii.gov, or visit their website at www.eutf.hawaii.gov.</p> <p>Your group life insurance will end on your termination date. You may be eligible to purchase portable Group Life Insurance or exercise your conversion right to purchase an Individual Whole Life policy. To take advantage of this opportunity, Standard Insurance Company must receive an application and premium payment from you within 31 days of the date of termination. For information on conversion and portability, please contact The Standard at 1-800-378-4668 ext. 678.</p>
Union Sponsored Benefit Plans, including Life Insurance	Call your Union Plan Administrator or union office.
Retirement	<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. To be considered vested for the Noncontributory Plan you need 10 years of credited service, for the Contributory and Hybrid Plan you need 5 years of credited service. Please review the summary of your retirement plan to determine when you will be eligible to apply for your retirement pension.</p> <p>REMINDER: <u>RETIREMENT APPLICATION FILING REQUIREMENTS</u> Under the provisions of ACT 128, SLH 2002, 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 at 586-1735 for further clarification.</p>

If You Have The Following Benefits:

What To Expect/What To Do/Who To Call

Retirement

ELIGIBILITY REQUIREMENTS

RETIREMENT: Noncontributory Plan Members

<u>Age at Separation</u>	<u>Credited Service</u>	<u>Retirement Age</u>
Prior to age 62	10 - 19 years	65
Age 62 or older	10 years	62
Prior to age 55	20 - 29 years	55 (Early retirement with an age reduction penalty)
Age 55 or older	30 years	55

RETIREMENT: Hybrid Plan Members

<u>Age at Separation</u>	<u>Credited Service</u>	<u>Retirement Age</u>
Prior to age 62	5 years and retirement contributions left in ERS	62
Prior to age 55	20 - 29 years	55 (Early retirement with an age reduction penalty)
Prior to age 55	30 years	55

RETIREMENT: Contributory Plan Members

<u>Age at Separation</u>	<u>Credited Service</u>	<u>Retirement Age</u>
Prior to age 55	5 years and retirement contributions left in ERS	55
Prior to age 55	25 years	55 (Early retirement with an age reduction penalty)

Please contact ERS at 808-586-1735 or toll free at 1-888-659-0708, or visit their website at <http://www4.hawaii.gov/ers/> for information regarding: applying for retirement, leaving state service, claiming military or previous service, returning to employment, or requesting for a refund of contributions.

<p>Deferred Compensation</p>	<p>If you're in the Deferred Compensation Plan, immediately call The Island Savings Plan at 1-888-71A-LOHA (1-888-712-5642) option #2 for the Local Office, as soon as you know you will separate from State employment. ING 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. For more information, visit their website at http://islandsavings.ingplans.com.</p> <p>(NOTE: For DOE/UH employees with Tax Sheltered Annuities, contact your respective Tax Sheltered Annuity agent regarding cancellation of salary authorization, withdrawal of contributions or any other concerns.)</p>									
<p>Island Flex (Flexible Spending Accounts)</p>	<p>Your <i>Island Flex</i> eligibility ends on your termination date. Be sure to contact the administrator at 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 for COBRA.</p>									
<p>Pre-Tax Transportation Benefit Program</p>	<p>If you are enrolled in the Pre-Tax Transportation Benefit Program, your transportation benefit deductions are withheld from your paycheck one month in advance. As such, you must submit a completed "State of Hawaii Pre-Tax Transportation Benefit Pilot Program Employee Cancellation Form" to your Department Coordinator 35 days before your termination date. If you separate from service without completing the form, your department will process an administrative cancellation for you.</p>									
<p>Payroll Deductions</p> <ul style="list-style-type: none"> ⊗ Parking ⊗ Savings Bonds ⊗ Direct Deposits ⊗ Credit Unions ⊗ Union Dues and Other Union Payroll Deductions 	<p>Cancel your parking assignment. If you are parking in a Department of Accounting and General Services (DAGS) Automotive Management Division managed parking facility, your parking fees are being deducted one pay period in advance. As such, to avoid overpayment of parking fees, you must file a Cancellation of Parking Assignment (Form AMD-PC-001) with DAGS Parking Control located at 869A Punchbowl Street at least <u>20 calendar days in advance of the cancellation date</u>. Call DAGS Parking Control at 586-0343 if you have any questions.</p> <p>If, at the time of your termination, your payroll deductions aren't enough to issue a bond, a bond refund check will be processed and sent to you. You should receive it within 6-8 weeks after you cancel your payroll deduction. Call your Personnel Office for assistance in canceling your payroll deduction.</p> <p>Go to your Personnel Office and complete a Form D-60, to cancel your direct deposit. You should allow approximately two pay periods for the cancellation to take effect.</p> <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 Hawaii State Federal Credit Union, their telephone number is 587-2700.</p> <p>Call your union office.</p>									
<p>Unemployment Benefits</p>	<p>When you become unemployed, you need to file a claim for unemployment benefits. If you reside in Hawaii, are totally unemployed and have no other employment, you can file via the internet at www.hawaii.gov/labor/ui. Click on the "Apply Online" button to begin the claim filing process. If you cannot file via internet, you can call 643-5555 to file via Hawaii Tele-Claim. (If you are in another state, Canada, Puerto Rico, or the Virgin Islands, you can call toll-free 1-877-215-5793 to file your claim.) You can also report in person to nearest Unemployment Insurance office located on the island where you reside.</p> <p>For additional information about unemployment insurance benefits, call the Unemployment Office nearest you.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">586-8970 or 586-8971 (Honolulu/Kaneohe)</td> <td style="width: 33%;">675-0030 (Waipahu/ Oahu)</td> <td style="width: 33%;">274-3043 (Kauai)</td> </tr> <tr> <td>322-4822 (Kona/Hawaii)</td> <td>974-4086 (Hilo/Hawaii)</td> <td></td> </tr> <tr> <td>984-8400 (Maui) (Lanai residents may call collect)</td> <td>553-1750 (Molokai)</td> <td></td> </tr> </table>	586-8970 or 586-8971 (Honolulu/Kaneohe)	675-0030 (Waipahu/ Oahu)	274-3043 (Kauai)	322-4822 (Kona/Hawaii)	974-4086 (Hilo/Hawaii)		984-8400 (Maui) (Lanai residents may call collect)	553-1750 (Molokai)	
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Employment

The Department of Labor and Industrial Relations/Workforce Development Division's professional staff are available, at no charge, to:

- 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.

Additionally, you can self-register and conduct online search for jobs in the community, 24/7, at www.hirenethawaii.com. For more information, call:

586-8700 (Honolulu)

233-3700 (Windward/Oahu)

675-0010 (Leeward/Oahu)

692-7630 (Kapolei)

981-2860 (Hilo/Hawaii)

327-4770 (Kona/Hawaii)

274-3056 (Kauai)

984-2091 (Maui)

553-1755 (Molokai)