



Ka 'Upena Kokua

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. If your direct deposit has been cancelled, 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 (EUTF)	<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 of 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 the EUTF website at www.eutf.hawaii.gov.</p> <p>Your group life insurance will terminate on the last day of the pay period in which you terminate employment. 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, USABLE 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 USABLE at 808-538-8920 or toll free at 1-855-207-2021.</p>
Union Sponsored Benefit Plans (including Life Insurance)	Call your Union Plan Administrator or union office. For questions and answers, see Ka 'Upena Kokua - Royal State.
Retirement – Employees' Retirement System (ERS)	<p>If you are a Contributory or Hybrid plan member, you may be eligible to receive a refund of your contributions including interest, or leave your retirement contributions with the System should you return back to State or County employment. If you take a refund, you will lose (forfeit) all your membership credited service and you will not be eligible for a pension.</p> <p>To be eligible for a vested/deferred retirement pension, you must meet the membership service eligibility requirements of your retirement plan based on your membership date. All of the three (3) retirement plans, Noncontributory, Contributory, and Hybrid, have different vesting and retirement requirements. If you are eligible to retire when you attain the age retirement, you may file a retirement application as early as 150 days before and no later than 30 days before your retirement date. You must file an application to receive a pension.</p> <p>Visit the ERS website at http://ers.ehawaii.gov for more information on your plan. Go to Resources>>All Publications>>Brochures- "What are my retirement benefits if I am no longer employed by the State or County?"</p> <p>You should contact ERS at (808) 586-1735 before you terminate your position so you can be advised accordingly.</p>

Deferred Compensation (Island Savings Plan)	<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. Prudential Retirement can provide counseling on deferred compensation concerns, such as cancellation of salary authorization and distribution options, how to handle lump-sum vacation pay, and other matters which could affect your tax status. For more information, visit the website at www.prudential.com/islandsavings. For questions and answers, see Ka 'Upena Kokua - Island Savings Plan.</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>
Flexible Spending Accounts (Island Flex)	<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. For questions and answers, see Ka 'Upena Kokua - Island Flex.</p>
Pre-Tax Transportation Benefit Program (PTBP)	<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>
Resource for Employee Assistance & Counseling Help (REACH)	<p>The State's REACH Program is here to provide confidential, professional counseling services to eligible State employees. The services are free, up to a maximum of three (3) sessions. WorkLife Hawaii has been contracted to provide REACH services through a voluntary program that permits you to seek help on your own. REACH services are available 24 hours a day, 365 days a year, for the duration of the contract.</p> <p>A WorkLife Hawaii counselor, who specializes in the assessment of personal problems, will meet with you to explore options and possible resolutions. For more information, contact the WorkLife Hawaii central office at 543-8445 or 1-800-994-3571 from the Neighbor Islands.</p>
Payroll Deductions ❖ Parking	<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>
❖ Direct Deposits	<p>Go to your Personnel Office and complete a Form D-60, to cancel your direct deposit. You should allow at least two pay periods for the cancellation to take effect (and longer if you want to use Direct Deposit for any vacation payout).</p>
❖ Banks/Credit Unions	<p>Call your bank/credit union, especially if you need to make other arrangements for loan payments or to cancel your payroll deductions.</p>
❖ Union Dues and Other Union Payroll Deductions	<p>Call your union office.</p>

<p>Unemployment Benefits (DLIR)</p>	<p>Once you become unemployed and wish to file a claim for unemployment benefits, visit ui.claims.hawaii.gov. You will first be required to create a user account. You may also report in person to the nearest unemployment office (listed below) for technical assistance. For additional information about unemployment insurance, visit the website at: http://labor.hawaii.gov/ui</p> <p>Oahu: Honolulu Claims Office/Kaneohe Unit 830 Punchbowl Street, Room 110 Honolulu, HI 96813 dlir.ui.honolulu@hawaii.gov Ph: 586-8970 or 586-8971</p> <p>Maui: Maui Claims Office 54 South High Street, Room 201 Wailuku, HI 96893 dlir.ui.maui@hawaii.gov Ph: 984-8400 (Lanai residents may call collect)</p> <p>Hawaii: Hilo Claims Office 1990 Kinoole Street, Suite 101 Hilo, HI 96720 dlir.ui.hilo@hawaii.gov Ph: 974-4086</p> <p>Kauai: Kauai Claims Office 4370 Kukui Grove Street, Suite 3-214 Lihue, HI 96766 dlir.ui.kauai@hawaii.gov Ph: 274-3043</p> <p>Waipahu Claims Office 94-275 Mokuola Street, Room 301 Waipahu, HI 96797 dlir.ui.waipahu@hawaii.gov Ph: 675-0030</p> <p>Molokai Claims Office 55 Makaena Street, Room 4 Kaunakakai, HI 96748 dlir.ui.maui@hawaii.gov Ph: 553-1750</p> <p>Kona Claims Office 81-990 Halekii Street, Room 2090 Kealahou, HI 96750 dlir.ui.kona@hawaii.gov Ph: 322-4822</p> <p>For questions and answers, see Ka ‘Upena Kokua - Unemployment Insurance or for additional information about unemployment insurance benefits contact the Unemployment Office nearest you.</p>
<p>Workforce Development (DLIR)</p>	<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; • Assess skills and interest, and referral to skill training programs, if eligible. <p>Additionally, you can self-register and conduct online search for jobs in the community, 24/7, at www.hirenehawaii.com. For questions and answers, see Ka ‘Upena Kokua - Workforce Development Division or call:</p> <p>586-8700 (Honolulu-Punchbowl/Oahu) 768-5700 (Honolulu-Dillingham/Oahu) 675-0010 (Waipahu/Oahu) 768-5800 (Waianae/Oahu) 981-2860 (Hilo/Hawaii) 327-4770 (Kona/Hawaii) 274-3056 (Kauai) 984-2091 (Maui) 553-1755 (Molokai)</p>