



403(b) EDUCATIONAL SESSIONS

Plan Compliance Group, Ltd. (PCG), the University's third party tax deferred annuity administrator, will conduct 403 (b) educational sessions on February 27, 28 and March 1, 2001. Session and registration information for TDA 101 (*Overview of the UH TDA Program*) and TDA 201 (*Q & A Session for the Intermediate Level TDA Participant*) are available on the OHR website:

<http://www.pers.hawaii.edu/training/train-ohr.asp>

Registration is required. Sessions without registered participants will be cancelled to enable others to utilize the facilities.

ISLAND FLEX OPEN ENROLLMENT

The open enrollment period for the State's Island Flex Plan will be March 19, 2001 through April 30, 2001. If you are already enrolled, you must re-enroll every year to continue your participation. Open enrollment information is forthcoming and will be distributed through the departments.

Island Flex spending accounts is a benefit program that offers you two ways to reduce your federal and state withholding taxes and social security taxes. The Medical Flexible Spending Account (Medical FSA) allows you to pay eligible out-of-pocket unreimbursed health care expenses on a *before-tax* basis. The Dependent Care Flexible Spending Account (Dependent Care FSA) allows you to pay for eligible dependent care expenses on a *before-tax* basis.

HEALTH FUND OPEN ENROLLMENT

The open enrollment period for the Hawai'i Public Employees' Health Fund will be held from April 2, through May 2, 2001. The Open Enrollment materials will be distributed through the departments on or before April 2, 2001.

Kapiolani HealthHawaii Plan contract will be terminated effective June 30, 2001. Please be sure if you are currently

a Kapiolani HealthHawaii Plan member that you submit the appropriate paperwork to select another carrier. The Health Fund Board is seeking a replacement Health Maintenance Organization (HMO).

CIVIL SERVICE EMPLOYEES – NEW PERSONNEL DOCUMENT

Effective January 16, 2001, the State Department of Human Resources Development (DHRD) replaced the State Form (SF-5) Personnel Transaction document with a new document titled, "Employee Personnel Action(s) Report (EPAR) for all actions affecting civil service employees. This new document provides similar information as the current State SF-5 document, but with limited personal information, such as the employee's name, employment identification number (emplid) and social security number.

DHRD anticipates that the new document will be more efficient, as it will be capable of reflecting multiple actions per page verses the current printing of one personnel action per page.

ON-LINE STATE CIVIL SERVICE VACANCY ANNOUNCEMENTS

The Office of Human Resources (OHR) has made available the on-line availability of the state of Hawai'i Civil Service Promotional Opportunity announcements. These job opportunities are open to regular (permanent) civil service employees. The direct address to view and access these on-line civil service vacancies is:

<http://www.hawaii.edu/ohr/employ.htm>

In addition to the state of Hawai'i Promotional Opportunity listings for regular civil service employees, the web site also lists job opportunities for the general public and makes available application forms and supplemental forms.

NEW PROCEDURES FOR U.S. SAVINGS BOND INQUIRIES

Effective September 1, 2000, employees participating in the U.S. Savings Bond program will contact the Federal Reserve Bank of Kansas City for all inquiries or claims for bonds that have not been received or have been lost, stolen or destroyed. The following information must be provided when calling the customer service representative (1-800-333-2875): bond owner name; bond owner social security number; Company ID number (state of Hawaii ID is 300928-0000); denomination of the bond; issue date of the bond; and pay period ending date.

The State will no longer be filing reports for replacement bonds nor will the State receive output from the Federal Reserve Bank, therefore, it is important that employees retain their pay statements to determine when a bond should have been received or to file claims for lost, stolen, or destroyed savings bond.

FORMS AVAILABLE ON THE WEB

FEDERAL TAX FORM (W-4):

<http://www.irs.ustreas.gov>

STATE OF HAWAI'I TAX FORM (HW-4):

<http://www.state.hi.us/tax/taxforms.html>

APPLICATION FOR NON-COMPETITIVE APPOINTMENT

(Regular Civil Service Employees):

<http://www.hawaii.edu/ohr/download/hrd315a.pdf>

APPLICATION FOR CIVIL SERVICE POSITIONS

(General Public):

<http://www.state.hi.us/forms/dhrd/hrd-315.pdf>

APPLICATION FOR APT POSITION (UH Form 64):

<http://www.hawaii.edu/ohr/download/form64.pdf>

CIVIL SERVICE POSITION ACTION FORM (SF-1):

<http://www.hawaii.edu/ohr/docs/forms/sf1.pdf>

HAWAI'I EMPLOYMENT SERVICE JOB ORDER FORM:

http://dlir.state.hi.us/wdd/honolulu/job_order.html

UH 403(b) SALARY REDUCTION AGREEMENT:

<http://www.hawaii.edu/ohr/benefits/form82.pdf>

SUMMARY OF BENEFITS FOR UNIVERSITY

EMPLOYEES (Available for viewing at):

<http://www.hawaii.edu/ohr/emp-d&b/emben3.htm>

PERSONNEL SCOOP (Available for viewing at):

<http://www2.ctahr.hawaii.edu>

CTAHR Personnel Office

3050 Maile Way Gilmore 207 Honolulu, Hawaii 96822
Phone: 956-6184, 956-4152 or 956-4289

NEW WORKERS' COMPENSATION ADMINISTRATOR

Effective February 1, 2001, all new workers' compensation claims will be handled by First Insurance Company. Existing claims will continued to be handled by the current carrier.

As a reminder, all claims should be reported and appropriate paperwork completed as soon as possible. Please be mindful of the statutory filing deadlines and penalties for late filling. If you have any further questions, please contact the CTAHR Personnel Office.

NEW FACES AT CTAHR

Asoka De Silva, UH Research Associate, PEPS
John Fong, UH Research Associate, TPSS
Jason Gamiao, UH Research Associate, Maui County
Susan Garner, UH Research Associate, TPSS
Mary Glass, UH Educational Specialist, Hawaii County
Yee Hwa Goh, UH Research Associate, HNFAS
Tino Gonsalves, UH Research Associate, PEPS
Donald Haramoto, UH Educational & Academic Support Spec, FCS
Andrew Hieber, Assistant Researcher, MBBE
Judith Hino, Account Clerk, Administrative Services
Cerruti Hooks, Junior Entomologist, PEPS
Claudia Husseneder, Junior Entomologist, PEPS
Minna Sunjoo Kim, UH Research Associate, Oahu County
Ludmila Kuzina, Assistant Entomologist, PEPS
Tracie Murakami, Clerk Typist, HNFAS
Patricia Nakao, UH Research Associate, TPSS
Beverly Pang, Clerk Typist, FCS
Edwin Perez, Agricultural Research Aid, Maui County
Maria Reyes, UH Research Associate, MBBE
Thomas Shelton, Junior Entomologist, PEPS
Sabina Swift, Assistant Specialist, PEPS
Raj Shrestha, UH Research Associate, PEPS
Jean Takemoto, Clerk Typist, HNFAS
Ardi Vesnefski, Clerk Typist, MBBE
Juliana Yalemara, UH Research Associate, PEPS

ALOHA FROM CTAHR

Andrei Alyokhin, PEPS
Carolyn Amano, Maui County
Ginamelda Bagarino, Hawai'i County
Genevieve Baker, Academic Affairs
Renato Bautista, PEPS
Robert Brown, FCS
Kheng Tuan Cheah, PEPS
Joda Derrickson, HNFAS
Lisa Ferentinos, NREM
Vincent, Jones, PEPS
Tung Liang, MBBE
Susan McCombs, PEPS
Arturo Morales, PEPS
Ernest Okazaki, ADSC
Michael Robotham, NREM
John Stiles, MBBE
Lourdes Taladriz, MBBE
I-Pai Wu, MBBE
Julia Yogi-Chun, PEPS