



INS UPDATES

FEE CHANGES

Effective October 13, 1998, the U.S. Immigration and Naturalization Service filing fees for the following applications changed to:

<u>Form #</u>	<u>Description/New Fee</u>
I-129H	Petition for Nonimmigrant Worker-\$110*
I-140	Immigrant Petition for Alien Worker-\$115
I-485	Application to register Permanent Residence or Adjust Status - \$220
I-539	Application to Extend/Change Nonimmigrant Status-\$120
I-765	Application for Employment Authorization-\$100

*I-129 filing fee for H-1 petitions is a flat fee for all types of requested action, such as new employment, extensions, change in employer, or concurrent employment.

H1-B CAP

The H1-B cap will be raised for three fiscal years:

- FY 1999 - 115,000
- FY 2000 - 115,000
- FY 2001 - 107,500
- FY 2002 - 65,000 (reverts back)

AUTOMATED I-94 ARRIVAL/DEPARTURE CARD

INS has introduced a new automated system which captures Form I-94 arrival and departure data electronically. The system is currently in operation in Philadelphia and Pittsburgh and will be expanded to additional ports of entry in this fiscal year in cooperation with U.S. Airway, Northwest Airlines and Continental Airlines. Ports of entry being considered are Honolulu, JFK, Newark, Seattle and San Francisco.

The automated I-94 looks like an airline boarding pass and includes passport information as well as flight information. It is produced overseas by the airline during check-in and is given to the traveler along with the airline boarding pass. Upon arrival the INS inspector uses automated systems to “read” the I-94 boarding card information, create an arrival record, and produces the automated I-94 departure card. The traveler will receive the departure card portion which is similar to the small section of an airline boarding pass. There will be no red stamp with date, place and class of admission, and the expiration date or D/S (duration of status) because everything is done by computer but the particulars of admission will be encoded and printed on the I-94. If the reader or printer at the port of entry is down, the I-94 will have the red stamp on the reverse side.

YEAR END REMINDERS

✓ 1998 LEAVE CARDS

Your assistance is requested in submitting all 1998 vacation and sick leave forms to the CTAHR Personnel Office, Gilmore 205, no later than **December 21, 1998**.

✓ 1998 W-2's

1998 W-2's will be distributed on January 29, 1999. Please put it in a safe location, as duplicates will cost you \$10.00 and there is no guarantee you will receive it by April 15, 1999. If you will be leaving prior to January 29, 1999, please make sure a forwarding address is left with your department secretary.

✓ TAX SHELTER CHANGES

If you are planning to make any changes to your tax shelter annuities effective January 1, 1999, forms should be submitted to the CTAHR Personnel Office by December 21, 1998.

ADMINISTRATIVE TIME OFF DECEMBER 24 & 31, 1998

By Executive Memorandum No. 98-13 dated December 1, 1998, Governor Cayetano has authorized department heads to grant to their salaried employees eight (8) hours administrative leave during the 1998 holiday season. Employees who can be spared from their duties shall be allowed a half-day administrative leave on December 24 and December 31, 1998.

Administrators are requested to ensure that arrangements made to provide administrative time off are fair to all employees. If employees prefer a full-day off on either December 24 or December 31, in lieu of the customary two half-days, this preference may be allowed when operations permit. If employees must work and cannot be granted administrative leave on these days, they shall not be entitled to overtime, but shall be given equivalent administrative time off on other dates as determined by the department head.

Full-time salaried employees are entitled to eight (8) hours administrative leave; while part-time salaried employees shall be granted a proportionate amount of administrative leave from their scheduled working time. However, employees paid on an hourly basis and employees on suspension or leave without pay status on both days are not entitled to administrative leave.

Employees who are on vacation or sick leave on December 24 or December 31 should be charged only for those hours in excess of their applicable administrative leave. However, if adjustments to vacation credits would result in any forfeiture, the employees should be allowed equivalent administrative time off on other dates as determined by the Administrator.

Notwithstanding the granting of administrative leave, please ensure that your offices are adequately staffed all day on December 24 and December 31 to attend to the immediate needs of the public. Chapter 80, HRS, requires that "offices...shall be open for the transaction of public business between the hours of 7:45 a.m. and 4:30 p.m..." (unless officially notified).

NEW FACES AT CTAHR

Paul Murakami, Horticulture, UH Educational & Academic Supt Spec
Aaron Peterson, Biosystems Engineering, UH Research Associate
Julieann Yogi, Entomology, UH Research Associate

ALOHA FROM CTAHR

Aradhya, Mallikarjuna, Horticulture
NgSham, Katrina, Human Resources
Rockholm, David, PMP
Uehara, Richard, Hawaii County
Xu, Meirong, Environmental Biochemistry
Williamson, Michael, Biosystems Engineering
Yamauchi, Hiroshi, AREC

1999 Hawaii State Holidays

January 1, Friday	New Year's Day
January 18, Monday	Martin Luther King, Jr. Day
February 15, Monday	President's Day
March 26, Friday	Prince Kuhio Day
April 2, Friday	Good Friday
May 31, Monday	Memorial Day
June 11, Friday	King Kamehameha Day
July 5, Monday	Independence Day
August 20, Friday	Admission Day
September 6, Monday	Labor Day
November 11, Thursday	Veterans' Day
November 25, Thursday	Thanksgiving Day
December 24, Friday	Christmas

CTAHR Personnel Office

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