



RETIREMENT COUNSELING AND GROUP FILING SESSIONS

The Employees' Retirement System (ERS) has scheduled retirement counseling and group filing sessions for employees retiring on October 1, November 1, December 1 or December 31, 2002. These sessions will include individual counseling on your retirement benefits and assistance in filing retirement and health fund forms.

If you are interested in attending any of the following sessions, please go to the following website for the registration form:

<http://www.hawaii.edu/ohr/download/ers0725.pdf>

The registration form should be submitted at least 2 weeks prior to session date. Your appointment must be at least 30 days prior to and no earlier than 150 days prior to your retirement date. If married, your spouse should also attend. You will receive a written confirmation of your appointment. All sessions will be held at the Ala Wai Golf Course Clubhouse and is approximately 60-90 minutes. Please be prompt.

<u>Session Date</u>	<u>Time</u>	<u>Retirement Dates</u>
August 8, 22	8 am, 10 am, 1 pm	10/1, 11/1, 12/1, 12/31
September 5, 26	8 am, 10 am, 1 pm	11/1, 12/1, 12/31
October 18, 24	8 am, 10 am, 1 pm	12/1, 12/31
November 7, 14, 22	8 am, 10 am, 1 pm	12/31

CIVIL SERVICE CLASSIFICATION, COMPENSATION AND EVALUATION

Under the auspices of the provisions of Act 159, 2001 Session Law of Hawaii, the Governor has approved the University's request to conduct an experimental modernization project for our civil service employees. This project is designed to develop a new civil service classification system based on broadbanding for white collar non-professional positions and job enrichment for blue collar positions. In addition, this project will develop a web-based performance evaluation system for all University civil service personnel. These new systems

will be tested, piloted, with anticipated application to all University civil service personnel.

To ensure that these new civil service systems are responsive to the needs of University users, a Civil Service Technical Advisory Committee (TAC) has been established to assist the Office of Human Resources in developing the new systems. The TAC is comprised of representatives of a broad spectrum of stakeholders, including University program managers and administrators, civil service employees, the Hawaii Government Employees Association (HGEA), the United Public Workers (UPW) and the State Department of Human Resources Development.

Briefings on the proposed project will be presented at the following sessions scheduled for September:

BU 01

<u>Date</u>	<u>Campus</u>	<u>Location</u>	<u>Time</u>
Sept 12	Kapiolani CC	Ilima, Rm 202 A/B	8:30-9:20 am
Sept 12	Windward CC	Kuhina, Rm 115	1:00-1:50 pm
Sept 13	Leeward CC	Bus Educ, Rm 103	8:30-9:20 am
Sept 13	Honolulu CC	Bldg 4, Rm 23 B	1:00-1:50 pm
Sept 16	UH Manoa	Kuykendall Aud	1:00-1:50 pm
Sept 17	UH Manoa	Kuykendall Aud	8:30-9:20 am

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<u>Date</u>	<u>Campus</u>	<u>Location</u>	<u>Time</u>
Sept 12	Kapiolani CC	Ilima, Rm 202 A/B	10:00-10:50 am
Sept 12	Windward CC	Kuhina, Rm 115	2:30-3:20 pm
Sept 13	Leeward CC	Bus Educ, Rm 103	10:00-10:50 am
Sept 13	Honolulu CC	Bldg 4, Rm 23 B	2:30-3:20 pm
Sept 16	UH Manoa	Kuykendall Aud	2:30-3:20 pm
Sept 17	UH Manoa	Kuykendall Aud	10:00-10:50 am
Sept 18	UH Manoa	Kuykendall Aud	9:30-10:20 am
Sept 18	UH Manoa	Kuykendall Aud	11:00-11:50 am

Please coordinate with your immediate supervisor should you elect to attend. Briefing sessions for the neighbor islands are also being scheduled in September via the University HITS network. The schedule will be disseminated as soon as it is confirmed.

HEALTHY WORKPLACE AWARD

The Hawaii Psychological Association (HPA) is soliciting nominations for the 2002 "Healthy Workplace" Award,

and has asked DHRD to assist in disseminating information on this award. Nominations from the public sector are welcomed, and HPA can be contacted directly for information (please see below for information).

The "Healthy Workplace" Award is to recognize the promotion and excellence of psychological health in the workplace, and this award will be given in each of the following categories: large business, small business, non-profit organization, government agency, and military unit.

The following criteria will be used to determine awardees: Health, Safety and Security; Employee Involvement; Career Development; Family Support; and Community Involvement.

Nominations are to be submitted directly to HPA by Friday, August 30, 2002.

For more information on HPA, the "Healthy Workplace" Award, or to download an application/nomination form, please go to the following website: www.hawaiipsych.org.

For additional questions or information, please contact Carol Parker, Executive Director of HPA, at (808) 521-8995, or Wilma Iwasaki, Employee Assistance Office, DHRD, at (808) 587-1074.

Websites:

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>

APT (BU 08) Broad Band Salary Schedule effective 7/1/02:
<http://www.hawaii.edu/ohr/download/salsched/bb802-11.pdf>

Employees' Retirement System (ERS) Homepage:
<http://www2.state.hi.us/ers/>

Office of Human Resources (OHR) Homepage:
<http://www.hawaii.edu/ohr/>

TSA Third Party Administrator – Plan Compliance Group:
<http://www.plancompliancegroup.com/>

Work at UH:
<http://workatuh.hawaii.edu/>

VACANCY ANNOUNCEMENTS ON THE WEB

With the termination of the KuLama, all vacancy announcements for executive and managerial, faculty and APT positions are now published via the new electronic vacancy announcement system at the following website:

If you have any further questions regarding the website, please contact the CTAHR Personnel Office.

NEW FACES AT CTAHR

Marie Arnold, Pub Health/Med Care Para Prof, HNFAS
Kristine Chang, Academic Support, NREM
Joselito Diez, Research Support, PEPS
Quincy Edwards, Research Support, NREM
Ali Fares, Associate Professor, NREM
Linda Fujitani, Junior Extension Agent, PEPS
Aime Bokonon Ganta, Junior Entomologist, PEPS
Douglas Gaskill, Junior Plant Pathologist, PEPS
Renee Harada, Research Support, MBBE
Carla Hiraki, Junior Extension Agent, PEPS
Nancy Honda, Junior Extension Agent, PEPS
Ling Hong, Assistant Researcher, MBBE
Travis Idol, Assistant Professor, NREM
Linda Ige, Account Clerk, Admin Services
Doreen Ikeno, Instructional & Student Support, FCS
Thomas Jewell, Research Support, TPSS
Harold Keyser, County Administrator, Maui County
Wanda Kohashi, Instructional & Student Support, FCS
Shang Zhong Liu, Research Support, MBBE
Mark Mankowski, Junior Researcher, PEPS
Melissa Naguwa, Research Support, PEPS
Pratibha Nerurkar, Assistant Professor, MBBE
Lance Ogata, Agricultural Research Aid, Hawai'i County
Raju Pandey, Junior Specialist, PEPS
Shirley Pang, Clerk Typist, Academic Affairs
Justin Sueno, Research Support, PEPS
Ethel Villalobos, Junior Entomologist, PEPS
Anna Wiczorek, Junior Biotechnologist, MBBE
Yunqing Xia, IT Specialist, TPSS
Susan Yamada, Clerk Typist, Hawai'i County
Esther Yap, Instructional & Student Support, FCS
Barbara Yee, Professor & Chair, FCS
Zhijun Zhou, Research Support, TPSS

ALOHA FROM CTAHR

Declan Fallon, Junior Researcher, PEPS
Laura Gusukuma-Minuto, UH Research Associate, PEPS
Minna Sunjoo Kim, Research Support, Oahu County
Richard Kunimoto, Research Support, PEPS
Debra Moreno, Clerk Typist, Maui County
Doris Nagatani, Clerk Stenographer, Oahu County
Erica Oshiro, Instructional & Student Support, Academic Affairs
Raj Shrestha, UH Research Associate, PEPS
Robert Suehisa, Research Support, MBBE
James Weatherford, Junior Researcher, Associate Dean-Research

CTAHR Personnel Office

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

ANNOUNCEMENTS

- ✓ Please submit all vacation and sick leave cards by the 20th of each month.
- ✓ **All** verifications of employment should be referred to the CTAHR Personnel Office for handling.

