



## DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS REPORTING REQUIREMENTS

In accordance with Section 12-52-8, Hawaii Administrative Rules, accidents involving the following three situations **MUST** be reported to the State of Hawaii Department of Labor and Industrial Relations within **8 hours**:

1. Loss of Life
2. Injury of three or more employees requiring in-patient hospitalization
3. Property damage in excess of \$25,000

If an accident should occur involving any of the cited situations call 586-9102 (DLIR OSH Division) or Neighbor Islands call 1-800-468- 4644. In addition, we also need to report these types of incidents to DLIR-DCD at 586-9158.

Failure to report accidents to OSH involving any of the three cited situations can result in a monetary penalty. We need to avoid penalties and fines, so please remember to call if any of the three cited conditions should occur.

Thank you for your attention to this reporting requirement.

### 2005 Hawai'i State Holidays

December 31 (Friday)	New Year's Day
January 17 (Monday)	Dr. Martin Luther King, Jr. Day
February 21 (Monday)	President's Day
March 25 (Friday)	Prince Jonah Kuhio Kalaniana'ole Day
March 25 (Friday)	Good Friday
May 30 (Monday)	Memorial Day
June 10 (Friday)	King Kamehameha I Day
July 4 (Monday)	Independence Day
August 19 (Friday)	Statehood Day
September 5 (Monday)	Labor Day
November 11 (Friday)	Veterans' Day
November 24 (Thursday)	Thanksgiving
December 26 (Monday)	Christmas

## NEW VACATION AND SICK LEAVE FORM (UH Form 1) REQUIREMENTS

As the University of Hawai'i is trying to do their part to reduce identity theft, effective March 1, 2005, all vacation and sick leave forms will need to be submitted with either your UH number or your UH username instead of your social security number.

You can access your UH number at the following website:  
<https://sunsys.its.hawaii.edu/acctmgmt/?uhnum=1>

If you don't have a UH username and would like to apply for one, please go to the following websites:

Faculty:  
<http://www.hawaii.edu/infotech/uhusernamepractices.html#facultygetacct>

Staff:  
<http://www.hawaii.edu/infotech/uhusernamepractices.html#staffgetacct>

✚ This year, Christmas and New Year's Day fall on Saturdays; thus, the preceding Fridays are the statutorily designated holidays. Historically, when Christmas and New Year's Eves are observed as the holidays, administrative leave for the Eves have not been granted. Consistent with the practice, administrative leave **will not** be granted this year.

✚ All 2004 vacation and sick leave forms should be submitted to the CTAHR Personnel no later than December 30, 2004. Timely submittal of leave cards is essential to an up to date report.

✚ The UH Leave Bank welcomes donation of vacation hours to be forfeited, to share with other university employees as allowable. If you are interested, please contact your department secretary.

## ANNOUNCEMENTS

- January 1, 2005 pay increases for APT's and Civil Service Employees in bargaining units 2, 3, and 4 have been processed and should be reflected in your January 20<sup>th</sup> or February 5<sup>th</sup> paycheck. If you do not receive the increase, please check with your department/county/unit secretary.
- The Employer-Union Health Benefits Trust Fund (EUTF) announced that Vision Services Plan (VSP) has made enhancements to the current vision plan without any increase in premiums. These changes are effective January 1, 2005. You may view the 2005 Vision Benefits News enhancements at: <http://www.hawaii.edu/ohr/download/DOC010.PDF>
- Please remember to put your 2004 W-2's in a safe place as duplicates will cost you \$10.00 and there is no guarantee you will receive it by April 15, 2005. Also, you may want to put your 12/20/04 or 12/31/04 pay stub in a safe place as Payroll will not issue duplicate pay stubs.

For those leave the University prior to January 31, 2005, please make sure you leave a forwarding address with your department.county secretary.

- If you are interested in changing your tax withholdings for 2005, the federal and state tax forms are available at the following website:

*Federal Employees Withholding Form (W-4):*  
<http://www.irs.ustreas.gov/pub/irs-pdf/fw4.pdf>

*State Employee Withholding Form (HW-4):*  
<http://www.hawaii.gov/tax/current/hw4.pdf>

- New faculty and staff identification card application is available at the following:  
<http://www.hawaii.edu/ohr/docs/forms/form1.htm>

## **CTAHR PERSONNEL OFFICE**

Candice Ancheta joined the CTAHR personnel staff on October 20<sup>th</sup> as a personnel officer. Candice comes to us from Hawai'i Health Systems Corporation and can be reached at x64289.

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

**NEW FACES AT CTAHR**

Cheryl Agcaoili, NREM  
 Candice Ancheta, Administrative Services  
 Jose Baez Viveros, MBBE  
 Michael Cheang, FCS  
 Marie Cristi, FCS  
 Declan Fallon, PEPS  
 Karen Goodness, HNFAS  
 Shunxing Jiao, MBBE  
 Jodi Leslie-Leward, HNFAS  
 Rachel Li, TPSS  
 Shu Hwa Lin, FCS  
 Hamilton McCubbin, COF  
 Rasika Mudalige, TPSS  
 Bradley Porter, MBBE  
 Rochelle Reyes, NREM  
 Xiufu Shuai, TPSS  
 Helen Turano, TPSS  
 Thara Venkatappa, MBBE  
 Ronaele Whittington, FCS  
 Loriena Yancura, FCS

### **ALOHA FROM CTAHR**

Lester Ching, Hawai'i County  
 Clark Hashimoto, TPSS  
 Carla Hiraki, PEPS  
 Lynne Horiuchi, TPSS  
 Michael Howell, Kauai County  
 Alexander Karu, MBBE  
 Guiliu Lin, MBBE  
 Philip Motooka, NREM  
 Angelita Naehu, Maui County  
 Michael Primacio, Oahu County  
 Douglas Restom Gaskill, PEPS  
 Zhijun Zhou, TPSS

Happy Holidays  
 &  
 Best Wishes  
 for the coming year!

