



## OPEN ENROLLMENTS

### EMPLOYER-UNION TRUST FUND (EUTF)

The year has quickly passed and it's time again for open enrollment! Now is the time to make changes to your medical coverage to be effective July 1, 2004. Open enrollment for the Employer-Union Trust Fund will be held from *April 1-30, 2004*. Employee open enrollment informational sessions will be held during the month of April. Please remember to submit the appropriate paperwork during this period if you wish to make any changes.

Highlights for 2004 open enrollment:

- ❖ Stand alone prescription drug plan from HMSA
- ❖ Dual-Coverage Medical Plans now available
- ❖ Premium contribution rates are pending collective bargaining
- ❖ New "Reference Guides" will be distributed

### ISLAND FLEX

Have you ever wondered how you would pay for those out-of-pocket medical or dental expenses that are not covered by your health plan, or for dependent care expenses?

The 'Island Flex' plan has scheduled open enrollment for the period *March 15 through April 30, 2004*. The program offers two types of spending accounts:

- ◆ Health care: You are allowed to set aside pre-tax dollars to cover medical, dental, drug, and vision expenses **not** covered by your health plans. Recently, the Internal Revenue Service (IRS) expanded the coverage to cover over the counter drugs.

- ◆ Dependent care: Pre-tax dollars may be set aside to cover expenses for child care, babysitters or after school care for children under the age of 13. In addition, if your spouse or dependent is incapable of self-care you may be able to participate.

For more information, please attend one of the following informational sessions listed below or on the flyer that was distributed. Enrollment forms will be available at the informational sessions and you **must** re-enroll each year.

### Island Flex Informational Sessions

#### Mānoa Campus

- Tuesday, April 6, 8:30 a.m. & 10:00 a.m.
- Kuykendall Auditorium

- Thursday, April 15, 1:00 p.m. & 2:30 p.m.
- Kuykendall Auditorium

#### Maui

- Tuesday, March 23, 8:30 a.m. & 10:00 a.m.
- Wailuku State Office Building, Conference Rm. B

#### Kauai

- Monday, April 5, 8:30 a.m. & 10:30 a.m.
- Kauai Community College, Performance Art Ctr

#### Hawaii

- Monday, March 22, 8:30 a.m. and 10:00 a.m.
- Natural Energy Lab (OTEC)
- Thursday, March 25, 8:30 a.m. and 10:00 a.m.
- Hilo State Office Building, Conference Rm A/B

## EMPLOYEES' RETIREMENT FILING SESSIONS

The Employees' Retirement System has scheduled group retirement briefings and individual counseling sessions for employees retiring on June 1, July 1, August 1, or September 1, 2004. Staff will counsel employees individually on their retirement benefits and assist them with the completion of retirement applications.

If you wish to schedule an appointment, please select an appointment date and time and submit the registration form at least 2 weeks prior to the session date. Your appointment must be at least 30 days prior to and no earlier than 150 days prior to your retirement date. If you are married, your spouse may also attend. A written confirmation of your appointment will be sent to you.

Location: Ala Wai Golf Course Clubhouse  
Times: 8 a.m., 10 a.m., 1 p.m.

<u>Session Date</u>	<u>Retirement Date</u>
March 25	{
April 8	{June 1, July 1, August 1, September 1
April 22	{
May 6	{July 1, August 1, September 1
May 27	{
June 24	August 1, September 1

Location: Alvah Scott Elementary School  
Time: 8 a.m., 10 a.m.

<u>Session Date</u>	<u>Retirement Date</u>
April 24	June 1, July 1, August 1, September 1
May 15	July 1, August 1, September 1

Registration form is available on the OHR Homepage:

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

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

- The final 2003 Leave Run has been distributed to all departments. Please review your leave record to ensure that all balances are accurate.

-Timely submittal of leave cards assists in the accuracy of the reports.

-The website for the form fillable leave form is:  
<http://www.hawaii.edu/ohr/docs/forms/form1.htm>

- The most current Federal and Hawai'i State Tax forms can be found at the following websites:

Federal:  
[http://www.irs.ustreas.gov/pub/irs-fill/fw4\\_03.pdf](http://www.irs.ustreas.gov/pub/irs-fill/fw4_03.pdf)

State:  
<http://www.state.hi.us/tax/2003/hw4.pdf>

- For those wanting to make changes to your Tax Deferred Annuity, the University of Hawai'i 403(b) Salary Reduction Agreement can be found at the following website:

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

**NEW FACES AT CTAHR**

Damien D. Arruda III, Hawai'i County  
Lindi J. Chun, HNFAS  
Angela Y. Kusatsu, HNFAS  
Amy Marie Lee, HNFAS  
Georgina M. Lillich, PEPS  
Hao Ma, PEPS  
Dennis Maeda, Hawai'i County  
Kathy Onuma, Hawai'i County  
Gernot G. E. Presting, MBBE  
Trenton T. Yasui, PEPS

**ALOHA FROM CTAHR**

Marie S. Arnold, HNFAS  
Sarah Caccamise, MBBE  
Marlene Hapai, Academic Affairs  
Scott Kusuda, FCS  
Mark Mankowski, PEPS  
Natalie Nagai, MBBE  
Lonn Ohigashi, Hawai'i County  
Francisco Pagay, Oahu County  
Confeng Song, PEPS  
Pat Yahata, PEPS

## ANNOUNCEMENTS