



## NEW ONLINE APPLICANT DATA SYSTEM (FORM 17)

The EEO/AA Office and the Office of Human Resources have developed a new online Applicant Data System that replaces the paper version of the "Recruitment/Selection Form 17" for BOR and Civil Service hires.

The Form 17 performs several key audit and reporting functions required by the U.S. Office for Federal Contract Compliance Programs (OFCCP). Accordingly, the form must be completed for all faculty, APT, civil service and executive and managerial appointments. The key functions of the Form 17 include recording data for federally mandated reports on the sex and ethnicity of job applicants; facilitating the internal audit of EEO/AA procedures in recruitment and selection; and prompting campus administrators to review the hiring process before certifying that it has been conducted in a fair and lawful manner.

The new web-based Applicant Data System streamlines the reporting, audit, and approval processes. For example, it automatically populates the Minimum and Desirable Qualifications from your Work at UH advertisement. It also generates an automated email or letter survey for each applicant, inviting the person to confidentially self-disclose their gender and ethnicity directly to the campus EEO/AA officer. The online system will also produce automated reports for our campus Affirmative Action Plan.

Positions posted at the Work at UH website since October, will be utilizing this new system. As your ads are posted, we will be notifying you and providing instructions on using the new website. If you have any further questions, please contact the CTAHR Personnel Office.

## HYBRID CONTRIBUTORY RETIREMENT PLAN

All employees are encouraged to attend a presentation on the new Hybrid Contributory Retirement Plan, since opting for the plan will have a long standing effect on your retirement years. Employees who are members of the Non-Contributory and Contributory Plans will be given the choice of joining the new Hybrid Contributory Plan effective July 1, 2006 or remain in their current plan.

Steps to take by March 31, 2006:

- **Review** all information available to you.
- **Decide** if you want to enroll in the new Hybrid Contributory Plan or remain in your current plan.
- **Elect** to enroll in the new Hybrid plan or to remain in your current plan by
  - a. calling the member call center; or
  - b. log on to the special enrollment website
- **Deadline** to make your election is March 31, 2006

Since seating is limited, you are required to register for one session of your choice, based on your campus geographic location. To register, go to the OHR homepage: [www.hawaii.edu/ohr/](http://www.hawaii.edu/ohr/)

Click on training, training schedule, OHR training courses, then select the **ERS Hybrid Presentation** of your choice.

For those who are unable to attend the assigned sessions, you may attend unassigned sessions on a first-come, first served basis. These dates and times will be announced at a later date.

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

**PREMIUM HOLIDAY**

The EUTF Board of Trustees approved a premium holiday for December 2005, for HMSA Medical & Drug or Prescription Drug Only Plan participants. In addition, the Board also authorized the waiver of premiums for the MBAH Chiropractic Plan for December 2005. In summary, employers and employees will not be assessed carrier premiums for the month of December; however, employers will be charged the monthly administrative fee.

Employees enrolled in **HMSA Medical & Drug or Prescription Drug Only** plan will have no medical deductions on the December 15 paycheck (BU 7 employees) or the December 20 (for non BU 7 employees) and likewise the December 31, or January 5, 2006 paycheck, respectively.

Employees enrolled in **Kaiser, HMSA dual or Royal State Dual Plans** will see a reduction in medical premiums due to the waiver of premiums for MBAH Chiropractic Plan.

After receiving the nine-month claim experience report for the current fiscal year, the EUTF opened negotiations with HMSA regarding the premium holiday. The savings for 39,000 employees will be approximately \$8.2 million and for the employer approximately \$12.3 million.

The schedule for the Employer/Employee Contribution rates for the month of December 2005 is available at the OHR homepage, HR documents, employee benefits, health fund.

#### 2006 Hawai'i State Holidays

January 2 (Monday)	New Year's Day
January 16 (Monday)	Dr. Martin Luther King, Jr. Day
February 20 (Monday)	President's Day
March 27 (Monday)	Prince Jonah Kuhio Kalaniana'ole Day
April 14 (Friday)	Good Friday
May 29 (Monday)	Memorial Day
June 12 (Monday)	King Kamehameha I Day
July 4 (Tuesday)	Independence Day
August 18 (Friday)	Statehood Day
September 4 (Monday)	Labor Day
November 7 (Tuesday)	General Election Day
November 10 (Friday)	Veterans' Day
November 23 (Thursday)	Thanksgiving
December 25 (Monday)	Christmas

### LEAVE SHARING

As we approach the close of 2005, all eligible employees who earn vacation leave hours are reminded of the maximum carry over of unused vacation leave balances. Those with vacation leave balances in excess of the maximum 720 hours may face forfeiture. The University's Leave Sharing Program welcomes all donations of vacation hours that will otherwise be forfeited. Vacation leave donations to the central leave bank will be utilized to assist fellow colleagues with critical illnesses who exhaust their own leave balances.

In 2004, the Leave Share Program received in excess of 6,000 hours. Donations from the central leave bank and direct share assisted fellow colleagues in receiving approximately 5,600 hours.

The UH Form 68, UH Leave Sharing Donation form, is available on the OHR homepage at:

<http://www.hawaii.edu/ohr/bor/forms/uh68.pdf>

If you need more information, please contact the CTAHR Personnel Office.

- ✚ All 2005 vacation and sick leave forms should be submitted to the CTAHR Personnel no later than December 30, 2005. Timely submittal of leave cards is essential to an up-to-date report.

### YEAR END REMINDERS

- Please remember to put your 2005 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 17, 2006.

Also, you may want to put your 12/20/05 or 12/30/05 pay stub in a safe place as Payroll will not issue duplicate pay stubs.

For those leaving the University prior to January 31, 2006, please make sure you leave a forwarding address with your department/county/secretary.

- Websites for the federal and state tax forms:

*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>