



PERSONNEL YEAR END REMINDERS

With 2003 coming to a close, here are just a few year end reminders:

- If you will be leaving the University, please make sure your department/county/unit secretary has a forwarding address for your 2003 W2 Form.
- Please review your leave record to ensure its accuracy. This helps alleviate a year end rush of corrections. Timely processing of vacation and sick leave forms adds to accuracy of the leave reports.
- If you need to make any year adjustments to your tax deferred annuities, please contact Plan Compliance Group or Island Savings Plan (see web pages listed on page 2) to ensure timely processing.

IDENTITY THEFT WORKSHOP

Due to the overwhelming response to the July Identity Theft session, the Office of Human Resources is pleased to bring to the M_ona campus a second informational session on identity theft. Representatives of the Honolulu Police Department and the United States Secret Service have agreed to speak on this topic on Friday, October 24, 2003, 1:00 p.m. - 3:00 p.m., at the Kuykendall Auditorium. The presentation is intended to bring awareness on the growing crime of identification theft and to provide information on prevention and ways to regain control when victimized.

If you are interested in attending this session, please register on the OHR Training page at:

<http://www.pers.hawaii.edu/training/course.asp?CRN=128&SessionKey=507>

EMPLOYEES' RETIREMENT FILING SESSIONS

The Employees' Retirement System (ERS) has scheduled group retirement briefings and individual counseling sessions for employees retiring on December 1 or

December 31, 2003. The 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 return 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. All sessions will be held at the Ala Wai Golf Course Clubhouse and session times are 8 a.m., 10 a.m. and 1 p.m.

<u>Session Date</u>	<u>Retirement Date</u>
October 9	December 1, December 31
October 30	December 1, December 31
November 6	December 31
November 13	December 31
November 20	December 31

Registration form is available on the OHR Homepage:

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

WEB PAGES

UH Administrative Procedures:

<http://www.svpa.hawaii.edu/svpa/apm/sysap.html>

Island Savings Plan: (Deferred Compensation Plan)

<https://islandsavings.csplans.com>

Office of Human Resources Home Page:

<http://www.hawaii.edu/ohr/>

Work at UH: (Position Advertisements)

<http://workatuh.hawaii.edu>

TSA Third Party Administrator Plan Compliance Group:

<http://www.plancompliancegroup.com/>

Hawai'i Office:

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

FORMS:

W-4 Federal Tax Withholding Form (Form fillable):

http://www.irs.ustreas.gov/pub/irs-fill/fw4_03.pdf

HW-4 State Tax Withholding Form (form fillable):

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

Leave Form, UH Form 1 (form fillable):

<http://www.hawaii.edu/ohr/docs/forms/form1.htm>

UH 403(b) Salary Reduction Agreement:

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

EMPLOYEE PERSONAL INFORMATION

With the beginning of a new academic year, we ask your assistance to review and update emergency contact information. It is recommended that at a minimum, the following information be updated on a regular basis and provided to your supervisor, department secretary or department chair: address, home telephone number and name and telephone number of a person to be contacted in the event of an emergency.

While there are no requirements that an employee must provide the name and telephone number of an emergency contact, communications on behalf of those employees who have voluntarily provided this information will be expedited in the event of an emergency.

PERFORMANCE EXPECTATIONS FOR APT'S

This is a reminder for supervisors of APT employees that performance expectations must be completed before your APT employees may be evaluated and considered for a Special Compensation Adjustment. The current performance evaluation period for all APT employees will end on October 31, 2003 and the Special Compensation Adjustment (SCA) nomination period will begin November 1, 2003. If you have any questions, please contact the CTAHR Personnel Office.

NEW FACES AT CTAHR

Rodrigo Almeida, Asst Prof, PEPS
Carol D'Angelo, Instructor, FCS

Luisa Castro, Academic Support, NREM
Ming Yi Chou, Junior Researcher, PEPS
Jonathan Deenik, Asst Specialist, TPSS
Sharlene Fujimoto, Secretary, Oahu County
John Griffis Jr., Asst Specialist, TPSS
Myla Gumayagay, Institutional & Student Support, FCS
Alfredo Hernandez Jr., Agr Research Aid, PEPS
Anne Izutsu, Clerk Typist, Dean's Office
Wendy Kaneshiro, Research Support, PEPS
Alexander Karu, Researcher, MBBE
Davelyne Keala, Asst Extension Agent, FCS
Ty McDonald, Asst Extension Agent, TPSS
Tomoaki Miura, Asst Professor, NREM
David Niide, Agr Research Aid, PEPS
Erin Nooney, Agr Research Aid, PEPS
Christine Nunogawa, Academic Support, FCS
Sandra Ono, Clerk Typist, PEPS
Jodi Poaha, Account Clerk, Administrative Services
Marc Rhains, Junior Researcher, PEPS
Glenn Sako, Asst Extension Agent, TPSS
Norman Takeoka, Institutional Support, FCS
Mark Thorne, Asst Specialist, HNFAS
Brian Turano, Academic Support, Assoc Dean – Research
Cynthia Yamamoto, Clerk Typist, Oahu County

ALOHA FROM CTAHR

Gustavo Fermin, PEPS
Marcia Hartsock, COF
Claudia Husseneder, PEPS
Blanche Ito, Maui County
Wilson Kaahunui, Oahu County
Sally Koba, MBBE
Janice Lai, PEPS
Joy Magarifuji, Admin Services
Carla Mizumoto, PEPS
Tommy Thompson, PEPS
Tembra Way, HNFAS

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