

2012 Employees' Retirement System (ERS) Update

Handouts for June 1, 2012
Briefing at Mission Memorial Auditorium

1. PowerPoint Presentation (6 pages)
2. Updated Group & Class Code tables
 - Quick Reference Guide (1 page)
 - Table 1 (Members prior to 7/1/2012) (3 pages)
 - Table 2 (Members after 6/30/2012) (1 page)
 - Table 3 (Non-ERS eligible) (2 pages)
3. New Enrollment procedures
 - Accellion procedures for Class Code report (4 pages)
 - ERS Class Code Report (sample file layout) (1 page)
 - ERS-1 Membership Enrollment Form (replaces EC&B 1)(1 page)
4. Servicemen's Act procedures
 - Memorandum: Servicemen's Act (Updated Procedures)(2 pages)
 - Contributions Worksheet (1 page)
 - Contributions Worksheet SAMPLE (1 page)



Employees' Retirement System of the State of Hawaii

2012 Update

June 1, 2012



Agenda

- I. Introduction
- II. 2012 Legislative Update
- III. Updated Group & Class Code tables
- IV. New Enrollment Procedures
- V. Servicemen's Act Procedures
- VI. New Website
- VII. Questions

Website address: <http://ers.hawaii.gov>



I. Introduction

- Wesley Machida, Administrator
- Kanoe Margol, Assistant Administrator
- Donna Curry, Program Specialist
- Bert Moriyasu, IT Specialist
- Enrollment, Claims & Benefits Staff
- Neighbor Island Staff

Website address:
<http://ers.hawaii.gov>

II. 2012 Legislation



■ HB 2487 – Act 163 Housekeeping and Employer Assessments on Excess Maximum

- Effective July 1, 2012
- Corrects typographical errors to harmonize benefits contained in Act 163 (SLH2011)
- Requires last employer to pay the additional costs resulting from sudden increases in "non-base pay" during the retiree's final years of employment
- "Sudden Increases" will be determined by:
 - The ratio of average "non-base pay" to "base pay" in the AFC and compared to the last 10 years (comparison period)

Website address: <http://ers.ahawail.gov/>

2012 Legislation (cont.)



■ HB 2487 – Employer Assessments

- "Base Pay" means the normal period payments, the right to which accrues on a regular basis in proportion to the service performed; includes recurring differentials and elective salary reductions
- Assessment to employer determined by:
- Excess "maximum allowance" which is the difference between:
 - The actual benefit the retiree receives
 - The benefit the retiree would have received had the AFC been based on the average during the comparison period
- Additional contributions (based on the actuarial present value) will be payable in the fiscal year following the fiscal year of the former employee's retirement

Website address: <http://ers.ahawail.gov/>

2012 Legislation (cont.)



■ SB 1269 – Redefinition of Compensation

- Effective June 30, 2012
- For ERS benefit computation purposes, redefines "compensation" for members who become members after June 30, 2012
- Limits compensation to normal periodic payments, shortage differentials and DOE 12-month differentials only
- Will not include overtime, supplementary payments, bonuses, lump sum salary supplements, allowances or differentials, including differentials for stand-by duty, temporary unusual work hazards, compression differentials, or temporary differentials.

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2012 Legislation (cont.)



■ SB 1269 – Redefinition of Compensation

- Employer payroll reporting to the ERS for these new members should only include eligible compensation and should exclude non-eligible compensation
- Employee contributions and Employer contributions will be based on eligible compensation only

■ Act 72 – Board Member Requirements

- Effective April 24, 2012
- Requires 2 of the 3 appointed board members to have at least 3 years experience providing financial services, including investments, to public, corporate or private institutional clients

Website address:
<http://ers.ahawaii.gov/>

III. Updated Group & Class Code tables



- Tables have been simplified
- New table (Table II) for all new members hired after June 30, 2012
- Explanation/Overview
 - Quick reference guide
 - 2 digit Group & Class codes

Website address: <http://ers.ahawaii.gov/>

Updated Group & Class Code tables (continued)



- Corrections to tables
 - Table 1 (Note #4) & Table 2 (Note #3):
Group = N0, Class = S0 (reversed on original tables)
 - Table 1&2 Group 83 added Hybrid/Noncontrib Rates
 - Table 1 Return to work Act 121 (first row) changed group description to "Various"
- Reminders
 - 89 day hires transferring into permanent position (ERS needs the earlier start date)
 - Return to work Act 179 – See Table 1 for coding

Website address:
<http://ers.ahawaii.gov/>

IV. New Enrollment Procedures



1. Department

- Provide data to ERS on new hires via the Class Code Report
- Class Code Report is transmitted to ERS via Accellion Secure File Transfer
- Email Bert Moniyasu at moniyasub@hiers.org for file transfer procedures

2. ERS

- Return Class Code Report to employer with correct Class codes
- Turnaround time – 1 week back to department from date of receipt

Website address: <http://ers.hawaii.gov>

New Enrollment Procedures (continued)



3. Department

(after receiving correct class code from ERS)

- Submit completed ERS-1 (Rev. 5/2012) (replaces EC&B 1) with member signature to ERS
- Attach the following items
 - Personnel Action Form (for non-electronic reporting departments only)
 - Completed Beneficiary Designation (Form 1A)
 - Claim for Service (EC&B 24) (if applicable)
- Distribute plan booklet to employee (Rev. 5/2012)

Website address: <http://ers.hawaii.gov>

V. Servicemen's Act Procedures



- Reminder to submit documentation within 30 days of the employee's return

■ Newly added procedure

- Submit completed "Servicemen's Act Contributions Worksheet" with documentation
- Electronic version of form is available on our website

Website address: <http://ers.hawaii.gov>

Servicemen's Act Procedures (continued)



■ Reminders

- Title 10 USC – Only type of military service covered under the Servicemen's Act (with few exceptions)
- Title 32 USC (training) – Employee may purchase
- Submit documentation within 30 days of the employee's return to work

Website address: <http://ers.ehawaii.gov>

VI. New Website



- Address: <http://ers.ehawaii.gov/>

■ New Features:

- Employers submenu



- Feedback section

Website address: <http://ers.ehawaii.gov>

VII. Questions?



We would be pleased to answer any questions you may have.



Website address: <http://ers.ehawaii.gov>



Contacting the ERS

- OFFICE HOURS: 7:45 a.m. – 4:30 p.m. (Except Holidays)
- ADDRESS: City Financial Tower
201 Merchant Street, Suite 1400
Honolulu, HI 96813
Validated parking in the building, enter from Richards Street.
- PHONE: (808) 586-1735
- FAX: (808) 587-5766
- ACCELLION RELATED: Bert Moriyasu
(QUESTIONS/CONCERNS) IT Specialist
Ph. (808) 586-1718
email: moriyasub@hiers.org
- PERSONAL CONTACT: Martin Mori
Program Specialist
Ph. (808) 586-1700
email: morim@hiers.org

Website address: <http://ers.hawaii.gov/>



CONTACTING THE ERS Neighbor Island Offices

Hawaii
101 Aupuni Street, #208
Hilo, Hawaii 96720
Phone: (808) 974-4076 Rhoda Miyashiro or (808) 974-4077 Dayle Ishii

Kauai
3060 Elwa Street, #302
Lihue, Hawaii 96766
Phone: (808) 274-3011 Sheri Kunioka-Volz or (808) 274-3010 Paula Akuiza

MauI
54 S. High Street, #218
Waikuku, Hawaii 96793
Phone: (808) 984-8282 Paul George

Website address: <http://ers.hawaii.gov/>

**Quick Reference Guide
January 1, 2012**

Instructions

Based on the situation, determine the correct retirement plan, and then refer to the Group/Class Code tables for the appropriate coding.

Situation	Retirement Plans		
	Hybrid	Contributory	Noncontributory
1. New Member	New employees	Mandatory category employees only - Police, Fire, etc.	None
2. Current Active or Transferring Member	Current Hybrid member remains in the same plan	- Current Contributory member remains in the same plan - Mandatory category employees	Current Noncontributory member remains in the same plan
3. Member terminated and Returning to Work	- Vested/Nonvested Hybrid or Noncontributory member - Nonvested Contributory member	- Vested Contributory member - Mandatory category employees	None
4. Retiree Return to Work	Hybrid retiree returns in the same plan	- Contributory retiree returns in the same plan - Mandatory category employees	Noncontributory retiree returns in the same plan

TABLE 1 of 3
Rev. 5/11/2012

EMPLOYEES' RETIREMENT SYSTEM
RETIREMENT GROUP AND CLASS CODES - EMPLOYEES ELIGIBLE FOR ERS MEMBERSHIP
Effective January 1, 2012
(For Members with membership dates prior to July 1, 2012)

Group Code	General Description	HYBRID PLAN (Effective 07/01/2006)						CONTRIBUTORY PLAN (Effective 01/01/1926)						NONCONTRIBUTORY PLAN (Effective 07/01/1984 - 06/30/2006)					
		Employer	Contribution Rate	ERS	PAY/ PERS	Class Code	Wages subject to: Medicare Taxes	Employer	Contribution Rate	ERS	PAY/ PERS	Class Code	Wages subject to: Medicare Taxes	Employer	Contribution Rate	ERS	PAY/ PERS	Class Code	Wages subject to: Medicare Taxes
State	State - General State - Directors / Deputy Directors	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
	10-Month DOE Classified	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
Teacher	10-Month DOE Certified (except Principals & Vice Principals)	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
	12-Month DOE Certified (except Principals & Vice Principals)	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
	DOE Principals and Vice Principals	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
	9-Month UH Instructional Faculty & Lecturers	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
	Other UH Instructional Faculty & Lecturers (except 9-month)	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
County	County - General County - Directors / Deputy Directors	15.00%	6.00%	H0	H0	H0	Yes	15.00%	7.80%	A0	A0	Yes	15.00%	0.00%	C0	C0	Yes	Yes	Yes
Police/ Fire	Police Officers (Hired prior to 4/1/1986)							19.70%	12.20%	B0	B0	No							
	Police Officers (Hired after 3/31/1986)							19.70%	12.20%	B0	D0	No							
	Firefighters (24-hour) (Hired prior to 4/1/1986)							19.70%	12.20%	B0	B0	No							
	Firefighters (24-hour)(Hired after 3/31/1986)							19.70%	12.20%	B0	D0	No							
	Firefighters (8-Hour)(Hired prior to 4/1/1986)							19.70%	12.20%	B0	B0	No							
	Firefighters (8-Hour)(Hired after 3/31/1986)							19.70%	12.20%	B0	D0	No							
Judge	Judges (Hired prior to 7/1/1999)							15.00%	7.80%	A0	A0	Yes							
	Judges (Hired after 6/30/1999)							15.00%	7.80%	A0	A0	Yes							

Group Code General Grouping	General Description	HYBRID PLAN (Effective 07/01/2006)				CONTRIBUTORY PLAN (Effective 01/01/1926)				NONCONTRIBUTORY PLAN (Effective 07/01/1984 - 06/30/2006)				
		Contribution Rate Employer	Contribution Rate Employee	Wages subject to: Soc Medicare Taxes	Class Code ERS PAY/ PERS	Contribution Rate Employer	Contribution Rate Employee	Wages subject to: Soc Medicare Taxes	Class Code ERS PAY/ PERS	Contribution Rate Employer	Contribution Rate Employee	Wages subject to: Soc Medicare Taxes	Class Code ERS PAY/ PERS	Contribution Rate Employer

Return To Work (retirants previously retired with a benefit limitation) - Retirees under Act 121/2009

Various	See chart above					9.25%	0.00% M0	M0	Yes	Yes							
Various	See chart above					13.14%	0.00% M0	M0	Yes or No (based on group code)	Yes or No (based on group code/ hire date)							

- Note 1:** Employees must have employment terms exceeding 90 days with a minimum of 50% FTE to be eligible for ERS membership.
- Note 2:** Group and class codes are used for actuarial valuation purposes and are critical because the codes impact the retirement benefit formulas and actuarial assumptions used to determine the employer costs.
- Note 3:** Employees who were members on July 1, 1957 and elected not to join Social Security/Medicare are coded as class B0 (Wages not subject to Social Security or Medicare taxes).
- Note 4:** Employees in ERS eligible 100% FTE position and now in additional ERS eligible position, must elect which position they want reported to ERS. The position not reported to ERS will be coded as follows - Group Code = N0, Class Code = S0 (wages subject to Social Security AND Medicare taxes)
- Note 5:** Contributory Water Safety Officers (WSO) in service on July 1, 1994 will have group code 84, all other contributory WSO's will have group code 72

TABLE 2 of 3

Rev. 5/11/2012

**EMPLOYEES' RETIREMENT SYSTEM
RETIREMENT GROUP AND CLASS CODES - EMPLOYEES ELIGIBLE FOR ERS MEMBERSHIP
Effective July 1, 2012**

(For Members with membership dates after June 30, 2012)

Group Code			HYBRID PLAN (Effective 07/01/2006)						CONTRIBUTORY PLAN (Effective 01/01/1926)					
			Contribution Rate		Class Code		Wages subject to:		Contribution Rate		Class Code		Wages subject to:	
General Grouping	Group Code	General Description	Employer	Employee	ERS	PAY/PERS	Soc Sec Taxes	Medicare Taxes	Employer	Employee	ERS	PAY/PERS	Soc Sec Taxes	Medicare Taxes
State	11	State - General State - Directors / Deputy Directors	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
	13	10-Month DOE Classified	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
Teacher	21	10-Month DOE Certificated (except Principals & Vice Principals)	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
	22	12-Month DOE Certificated (except Principals & Vice Principals)	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
	23	DOE Principals and Vice Principals	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
	24	9-Month UH Instructional Faculty & Lecturers	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
	25	Other UH Instructional Faculty & Lecturers (except 9-month)	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
County	31	County - General County - Directors / Deputy Directors	15.50%	8.00%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
Police/Fire	41	Police Officers (Hired after 3/31/1986)							22.00%	14.20%	B1	D1	No	Yes
	42	Firefighters (24-hour)(Hired after 3/31/1986)							22.00%	14.20%	B1	D1	No	Yes
	43	Firefighters (8-Hour)(Hired after 3/31/1986)							22.00%	14.20%	B1	D1	No	Yes
Judge	52	Judges (Hired after 6/30/1999)							15.50%	9.80%	A1	A1	Yes	Yes
Elected Officer/ Legis. Officer	61	.Governor .Lt. Governor .Mayors							15.50%	9.80%	A1	A1	Yes	Yes
	62	Legislators: Senators and House of Representatives							15.50%	9.80%	A1	A1	Yes	Yes
	63	.Prosecuting attorneys .County council members .OHA trustees							15.50%	9.80%	A1	A1	Yes	Yes
	64	Legislative Officers (applicable to Senate and House)							15.50%	9.80%	A1	A1	Yes	Yes
SWW WSO EMT	71	Sewer & Wastewater Workers (SWW)	15.50%	11.75%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
	72	Water Safety Officers (WSO)	15.50%	11.75%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
	73	Emergency Medical Technicians (EMT)	15.50%	11.75%	H1	H1	Yes	Yes	15.50%	9.80%	A1	A1	Yes	Yes
Investigators/ ACO WSO	81	Adult Corrections Officers (ACO)	15.50%	8.00%	H1	H1	Yes	Yes	22.00%	14.20%	A1	A1	Yes	Yes
	82	Investigators - State							22.00%	14.20%	A1	A1	Yes	Yes
	83	Investigators - County	15.50%	8.00%	H1	H1	Yes	Yes	22.00%	14.20%	A1	A1	Yes	Yes

Non-resident alien employees with J-1, F-1, M-1 or Q-1 visa

Various	Various	See chart above	15.50%	8.00%	H1	Z1	No	No	15.50% or 22.00%	9.80% or 14.20%	B1	B1	No	No
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Note 1: Employees must have employment terms exceeding 90 days with a minimum of 50% FTE to be eligible for ERS membership.

Note 2: Group and class codes are used for actuarial valuation purposes and are critical because the codes impact the retirement benefit formulas and actuarial assumptions used to determine the employer costs.

Note 3: Employees in ERS eligible 100% FTE position and now in additional ERS eligible position, must elect which position they want reported to ERS. The position not reported to ERS will be coded as follows - Group Code = N0, Class Code = S0 (wages subject to Social Security AND Medicare taxes).

Note 4: Noncontributory Plan was eliminated from the table as no new hires are eligible to be enrolled in the Noncontributory Plan.

Note 5: Group code 84 (WSO) was eliminated from table as it only applies to WSO's who were in service on July 1, 1994.

TABLE 3 of 3

Rev. 5/11/2012

EMPLOYEES' RETIREMENT SYSTEM
RETIREMENT GROUP AND CLASS CODES - EMPLOYEES **NOT** ELIGIBLE FOR ERS MEMBERSHIP
January 1, 2012

General Description	ERS Group Code	Detail Description	Class Code for Payroll and Personnel Coding	Wages subject to:	
				Soc Sec Taxes	Medicare Taxes
General ↓	N0 ↓	Retirants receiving benefits from ERS and employed in a position not eligible for ERS membership.	E0	No	Yes
		Terminated vested members who have reached retirement age but are not retired who return to a position not eligible for ERS membership. Refer to normal retirement, early retirement, and vesting requirements under Chapter 88, HRS.	E0	No	Yes
		Employees who are members of ERS (coded Class A0, B0, C0, D0, or H0) and are employed in another position not eligible for ERS membership with the same employer. (Employer is defined as the State or the individual counties.)	E0	No	Yes
		Elected or appointed board or commission officials such as the Board of Education for which compensation is based on fees.	E0	No	Yes
* State Employees ↓	N0 ↓	Part-time appointments of less than 50% FTE.	K0	No	Yes
		Appointments of 90 days or less.	K0	No	Yes
		Part-time teachers (paid hourly, no more than 17 hours per week)	K0	No	Yes
		Part-time positions in adult education and evening programs	K0	No	Yes
		Lecturers teaching less than seven credit hours per semester at UH Manoa, UH Hilo, UH West Oahu, and lecturers teaching less than eight credit hours per semester at UH community colleges.	K0	No	Yes
		A+ program employees.	K0	No	Yes
		Students not working for their school or university.	K0	No	Yes
		Emergency hires.	K0	No	Yes
* State Employees ↓	N0 ↓	Casual hires (e.g., UH Board of Regents casual hires, DOE substitute classified employees, adult supervisors, classroom cleaners, etc.).	K0	No	Yes
		Employees hired in a position not eligible for ERS membership with the State who are also working for the County, regardless of ERS membership	K0	No	Yes
		* Prior to July 2, 1991, these employees were coded as Class E, subject to Medicare only. Between July 2, 1991 and June 30, 1997, these employees were coded as Class S. Effective July 1, 1997, these employees are mandatorily enrolled in the State PTS Deferred Compensation Retirement Plan.			
* County Employee ↓	N0 ↓	Part-time appointments of less than 50% FTE.	S0	Yes	Yes
		Appointments of 90 days or less.	S0	Yes	Yes
		Students not working for their school or university.	S0	Yes	Yes
		Emergency hires.	S0	Yes	Yes
		Casual hires	S0	Yes	Yes
		Employees hired in a position not eligible for ERS membership with the County who are also working for the State or another County, regardless of ERS membership	S0	Yes	Yes
** Prior to July 2, 1991, these employees were coded as Class E, subject to Medicare only.					

EMPLOYEES' RETIREMENT SYSTEM
 RETIREMENT GROUP AND CLASS CODES - EMPLOYEES **NOT** ELIGIBLE FOR ERS MEMBERSHIP
 January 1, 2012

General Description	ERS Group Code	Detail Description	Class Code for Payroll and Personnel Coding	Wages subject to:	
				Soc Sec Taxes	Medicare Taxes
Other Employees	N0	Delegates to the Constitutional Convention.	S0	Yes	Yes
		DOE substitute teachers (paid at daily rate) (Prior to December 1996, these employees were coded as Class S).	T0	Yes	Yes
		Students regularly attending classes at the educational institutions where they are now working.	N0	No	No
		Graduate assistants who are full-time students and whose research or classes are related to their masters or doctorate degree.	N0	No	No
		Employees with J-1, F-1, M-1 or Q-1 visas in positions not eligible for ERS membership .	N0	No	No
		Election workers earning less than the indexed calendar year limit (2012 limit = \$1,500).	N0	No	No
		Services performed to relieve employees from unemployment. (However, programs to give employee work experience or training are subject to full FICA.	N0	No	No
		Services performed by an employee on a temporary basis in case of fire, storm, snow, earthquakes, flood or other similar emergency.	N0	No	No
		Student nurse services performed in a hospital or training school when enrolled and regularly attending classes.	N0	No	No
		Group codes for class codes L0 and J0: Refer to Group/Class code tables for correct group code			
		Elective Officers who chose not to be members of ERS. (Includes an elective officer serving after 9/30/2008 who makes an election to be excluded from ERS membership under 88-42.6, HRS (Act 47/2008)	L0	Yes	Yes
		Retirants serving as an elective officer and elected to continue to receive ERS pension while serving as an elective officer under 88-42.6, HRS (Act 47/2008) (Retirement allowance not suspended)	L0	Yes	Yes
		"			
		"			
		Any member of the legislature (State Senate or State House of Representative) who retires at age 65 or older, receives a service retirement allowance, and continues to fill an elective position under 88-73(d), HRS.	L0	Yes	Yes
		"			
		Judges and Elective Officers (contributory members) who have attained their maximum benefit allowance and are not required to contribute to ERS. Act 90/1971 "Paper Retirement" repealed under Act 47/2008, Sections 88-59.6, 88-61(c), 88-73(e) effective 10/01/2008.	J0	Yes	Yes

Accellion Procedures – Class Code Report

Accellion Procedures – Class Code Report

The ERS Accellion FTP site may be used to transfer files between ERS and the Employers sending the Class Code Report spreadsheets.

Login: The Employers should use the e-mail address or addresses that will be sending and receiving files as the e-mail address for the login to ERS' Accellion FTP site. The files do not need to be encrypted since they are encrypted during transmittal and while on our Accellion FTP Server, however, we are able to accept files that are **self-decrypting password protected pgp** files or **password protected Windows zip** files

Note: We do not have pgp and will not be able to send pgp encrypted files.

Class Code Report Spreadsheet:

1. The Class Code Reports may be sent to ERS on a weekly basis as needed.
2. The Class Code Report files should be sent to the e-mail address indicated in the table below.
3. The file should have a consistent filename or prefix. See the suggested naming convention below.
4. Please indicate the following items in the e-mail subject line and/or message.
 - a. Employer (i.e. Hawaii County)
 - b. Type of file (Class Code Report, etc.)
 - c. Date of the period being reported (i.e. 3/15/2012)
 - d. Indicate 'test' if the file is a test file.

Accellion Procedures – Class Code Report

Class Code Report File Naming Convention: name_CLS_CD_RPT-ccyymmdd.xls

'name' is the name or acronym of the Reporting Agency

'ccyymmdd' is the Reporting Period End Date.

Other identifiers may be added to ensure unique file names as needed (i.e. user initials).

Send the Class Code Report to the following ERS e-mail addresses.

Employer	File Name (Note: the ccyymmdd should be the latest anticipated Start Date from the Class Code Report)	ERS Accellion e-mail address
State of Hawaii	DHRD_CLS_CD_RPT-ccyymmdd.xls	DHRDersenr@hiers.org
DOE	DOE_CLS_CD_RPT-ccyymmdd.xls	DOEersenr@hiers.org
University of Hawaii	UH_CLS_CD_RPT-ccyymmdd.xls	UHersenr@hiers.org
Judiciary	JUD_CLS_CD_RPT-ccyymmdd.xls	JUDersenr@hiers.org
Hawaii Health System Corporation	HHSC_CLS_CD_RPT-ccyymmdd.xls	HHSCersenr@hiers.org
Charter Schools (Ceridian)	CS_CLS_CD_RPT-ccyymmdd.xls	CSCersenr@hiers.org
Senate	SENATE_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
House of Representatives	HOUSE_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
Ombudsman	OMBUD_CLS_CD_RPT--ccyymmdd.xls	ersenr@hiers.org
Legislative Reference Bureau	LRB_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
Legislative Auditor	LAUD_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
Ethics Commission	ETHICS_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
Office of Hawaiian Affairs	OHA_CLS_CD_RPT-ccyymmdd.xls	OHAersenr@hiers.org
State Libraries	LIBR_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
Governor's Office	COV_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
Lieutenant Governor's Office	LT GOV_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
City & County of Honolulu	CCH_CLS_CD_RPT-ccyymmdd.xls	CCHersenr@hiers.org
Board of Water Supply Honolulu	CCHBWS_CLS_CD_RPT-ccyymmdd.xls	CCHersenr@hiers.org
Honolulu Police Department	HPD_CLS_CD_RPT-ccyymmdd.xls	CCHersenr@hiers.org
Hawaii County	HC_CLS_CD_RPT-ccyymmdd.xls	HAWAIIersenr@hiers.org
Hawaii County Dept of Water Supply	HCDWS_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
Maui County	MC_CLS_CD_RPT-ccyymmdd.xls	MAUIersenr@hiers.org
Kauai County	KC_CLS_CD_RPT-ccyymmdd.xls	KAUAIersenr@hiers.org
Agriculture	DOA_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DEBEDT	DEBEDT_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DLNR	DLNR_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DOT	DOT_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DOD	DOD_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DOH	DOH_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DHHL	DHHL_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DHS	DHS_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DLIR	DHRD_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DAGS	DHRD_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org

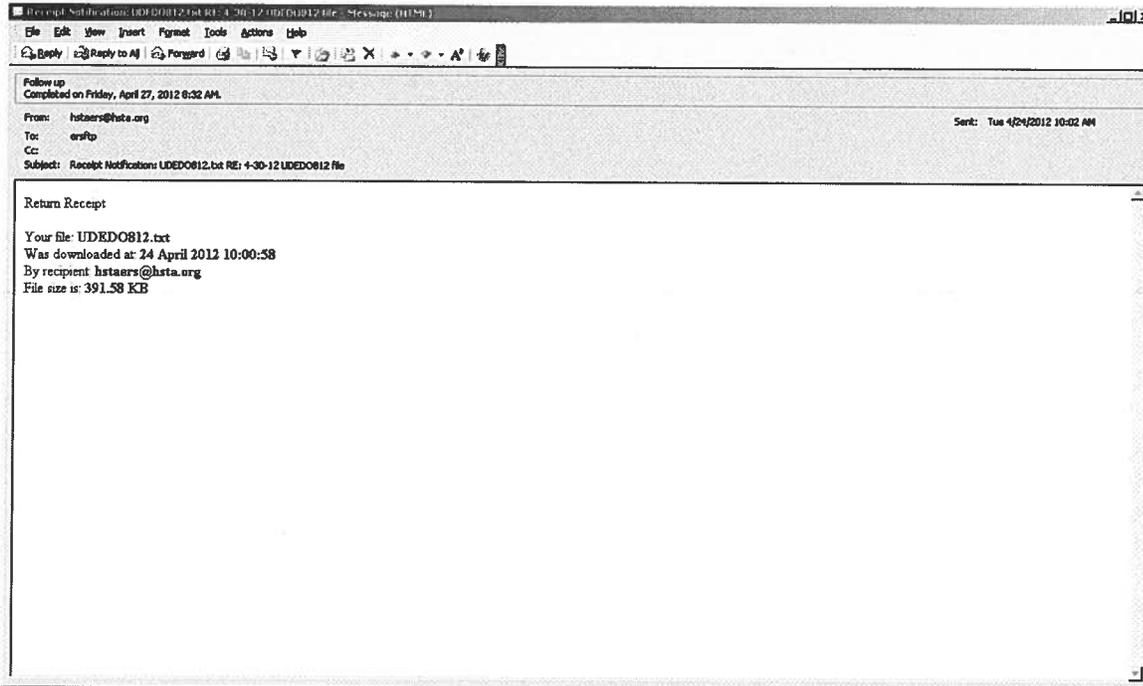
Accellion Procedures -- Class Code Report

AG	AG_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DB&F	DBF_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
DCCA	DCCA_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
TAX	TAX_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org
PSD	PSD_CLS_CD_RPT-ccyymmdd.xls	ersenr@hiers.org

Receipt Notification:

An automatic return receipt notification e-mail will be sent back to the sender when the file is opened or saved.

Below is a sample subject line and message body.



Accellion Procedures – Class Code Report

The Class Code Report spreadsheet will be updated by copying the original sheet and updating the Class Code to be used for each member listed.

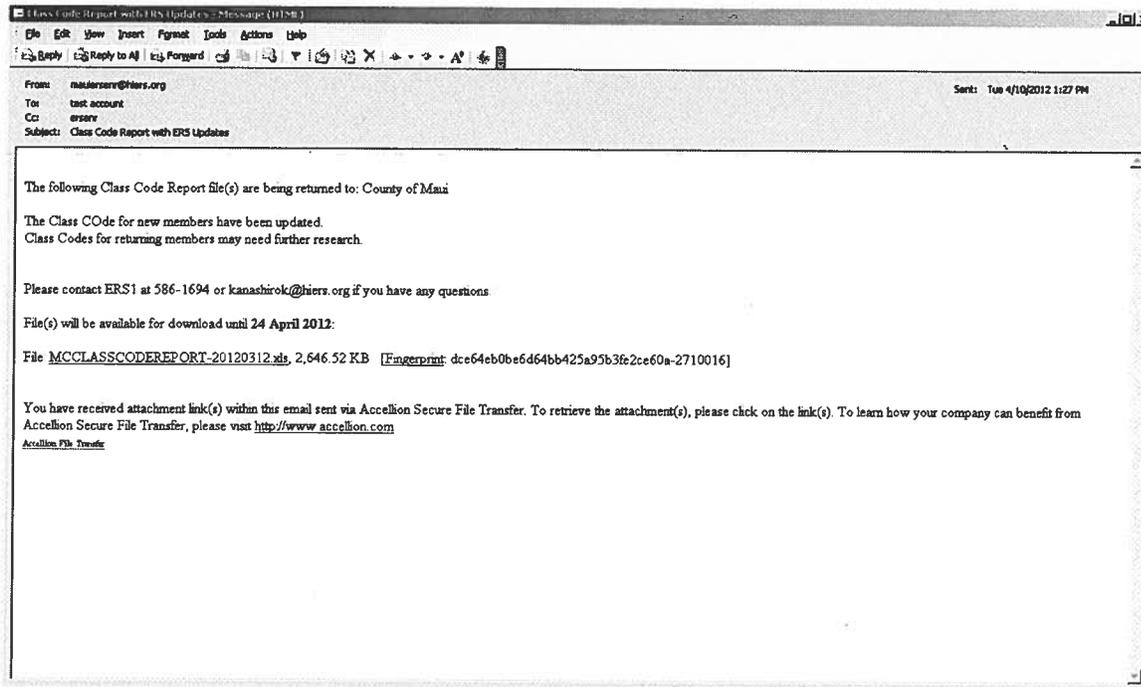
If the Class Code is blank, the employee's SSN matches a member's SSN in ERS's system and may need further research to determine the correct Class Code.

Note: Since there is no indication on the spreadsheet for employees on eligible Visas, employees on Visas will not reflect the correct Class Code for these employees.

The updated Class Code Report will generally be returned within one week via the Accellion.

Below is a sample subject line and message body.

Subject: Class Code Report with ERS Updates



ERS will receive a Receipt Notification e-mail when the file has been received by the Reporting Agency.

EMPLOYEES' RETIREMENT SYSTEM – STATE OF HAWAII
201 Merchant Street, Suite 1400
Honolulu, Hawaii 96813-2980
Phone: 586-1735

MEMBERSHIP ENROLLMENT FORM

PART I (MEMBER TO COMPLETE – PLEASE PRINT)

Name _____ S.S.No. _____
Last First Middle

Former Name (as State/County employee) _____ Birth Date ____/____/____

Mailing Address _____ [] Female [] Male
Number / Street / PO Box City State Zip Code

Marital Status [] Married [] Single Home/Cell Phone No. _____

I acknowledge receiving a copy of the brochure entitled "Your Employees' Retirement System" ____ (Employee Initials)

Employee Signature _____ Date _____

Complete and Attach: Form 1-A, Designation of Beneficiary (Contributory and Hybrid Plan members)
Form EC&B-24, Claim for Service (returning members, if applicable)

PART II (EMPLOYING AGENCY TO COMPLETE)

- 1) Review Part I for completeness.
- 2) If former non-member (NS, NE, etc.) becomes a member, attach a copy of non-member Personnel Action form.
- 3) NEW and RETURNING Contributory (Class A, B) or Hybrid (Class H) members should complete a NEW Form 1-A, Designation of Beneficiary.
- 4) Returning members should list any previous service on Form EC&B-24, Claim for Service.
- 5) Issue brochure "Your Employees' Retirement System" to employee
- 6) Complete: [] State or [] County of _____ Department _____
Present Employment Date _____ Group Code _____
Retirement Class Code (provided by ERS): _____

This membership Enrollment Form (EC&B1) MUST be stapled to the Personnel Action Form (for non-electronic reporting departments only) and Form 1-A (for Contributory and Hybrid Plan members).

Personnel Office / Staff Name (Print)

Phone Number

Date

NEIL ABERCROMBIE
GOVERNOR



STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM

May 30, 2012

TO: State and County Department Heads

FROM: Wesley K. Machida *Wesley K. Machida*
Administrator

SUBJECT: Servicemen's Act (Updated Procedures)

The purpose of this memorandum is to inform you that the Employees' Retirement System (ERS) has updated the procedures for employees returning from military deployment who are covered under the Servicemen's Act.

Attached are the procedures including a new step for the department to expedite the payment and coverage for the employee.

This information will be covered at our upcoming briefing for personnel and payroll staff on June 1, 2012, at Mission Memorial Hall.

Should you have any questions regarding the Servicemen's Act procedures, please contact Martin Mori, Program Specialist, at 586-1790 or Karl Kaneshiro, Retirement Benefits Manager, at 586-1649.

MM:mp



Employees' Retirement System
of the State of Hawaii

Servicemen's Act - Procedures

In order to be covered under the Servicemen's Act the following conditions apply:

- (1) The cumulative length of time for which an employee shall be entitled to payment of contributions by the employer shall not exceed four years;
- (2) The employee returns to state or county government service within ninety days of release from active duty or dies in the performance of the employee's military service; and
- (3) The employee's release from active duty was under honorable conditions.

Department's Responsibilities	ERS Action
<p>Within 30 days, upon return of the employee to State or County employment from active duty, the department will send the following to ERS:</p> <ol style="list-style-type: none"> 1. Notice of personnel action documents showing (1) the leave without pay date, (2) the return date (or certificate of death) and (3) any salary changes that would have occurred had the employee not been on leave must also be included. 2. Employee's DD-214 (Member-4 copy) under Title 10 USC, If a DD-214 is not available we will accept verification from the Office of Veteran's Affairs or commanding officer showing that the service was performed under Title 10 USC and including the actual dates the employee was on active duty. <p>The ERS cannot accept the Orders that the employee received as it may not have the actual dates that the employee was placed on active duty.</p> <ol style="list-style-type: none"> 3. (New) Complete and attach <u>Servicemen's Act Contributions Worksheet</u> (worksheet and sample attached). An electronic version of the worksheet is available on our website under Employer -> Forms. 	<p>Upon receipt of the department's documents, the ERS will verify the employee's eligibility for the Servicemen's Act.</p> <p>If eligible, the ERS will send the payment certificate to the department (for Hybrid & Contributory Plan employees only). Only active duty service performed under the authority of Title 10 USC (wartime or national emergency) is eligible for coverage under the Servicemen's Act.</p> <p>Payment must be received within 60 days of the employee's return to work.</p> <p>If not eligible, the ERS will inform the employee and copy the department. Active Duty service performed under Title 32 USC (training) is not eligible for coverage under the Servicemen's Act. The ERS will contact the employee in regards to purchasing the service if it was performed under Title 32.</p> <p><u>FYI:</u></p> <p><u>Title 10: A member of the reserves is considered to be on active military duty if he or she is "federalized" under Title 10 USC, Section 672, during war or a national emergency.</u></p> <p><u>Title 32: Title 32 USC, Section 502, is used for training purposes and is not considered active military service for the purposes of the Servicemen's Act.</u></p>

As a reminder, Act 169/2006 amended the Servicemen's Act for Contributory and Hybrid members who are called to active military duty. The law set a deadline for payment of contributions by the employer (on behalf of the employee), and requires the ERS to assess State and County departments regular interest (4 ½% or 2% [based on employee's membership date] compounded annually) on contributions not received within 60 days of the employee's return to service or the date of the employee's death in performance of the employee's military duty.

CALCULATION OF CONTRIBUTIONS FOR MILITARY LEAVE UNDER THE SERVICEMEN'S ACT

Return completed form to: Employees' Retirement System
(with Personnel forms & DD-214) 201 Merchant Street, Suite 1400
Honolulu, Hawaii 96813
ATTENTION: Karl Kaneshiro

(SAMPLE)

OR Email: hiers03@hiers.org
FAX: 587-5766

Employee Name:	John Doe
Social Security Number:	123-45-6789
Employer Name:	City & County of Honolulu
Department/Div:	HPD
Employee Contribution Rate:	6% ___ 7.8% ___ 12.2% <u>X</u> Other (specify %) ___ (No contributions are required for Noncontributory Plan employees)
Military Leave Without Pay Start Date:	1/23/2012
Military Leave Without Pay End Date:	10/10/2012

In the space below, please provide the monthly salaries that would have been paid and the related contributions if the employee had not been on military leave without pay:

Earning Period Start Date	Earning Period End Date	REG PAY (include differential)	Calculation of pay (for partial months)	Contributions Due (based on % rate)
1/23/2012	1/31/2012	\$1,590.91	7/22 x \$5,000.00	\$194.09
2/1/2012	2/28/2012	\$5,000.00		\$610.00
3/1/2012	3/31/2012	\$5,000.00		\$610.00
4/1/2012	4/30/2012	\$5,000.00		\$610.00
5/1/2012	5/31/2012	\$5,000.00		\$610.00
6/1/2012	6/30/2012	\$5,000.00		\$610.00
7/1/2012	7/31/2012	\$5,000.00		\$610.00
8/1/2012	8/31/2012	\$5,000.00		\$610.00
9/1/2012	9/30/2012	\$5,000.00		\$610.00
10/1/2012	10/10/2012	\$1,739.13	8/23 X \$5,000.00	\$212.17
Total amount due:				\$5,286.26

Completed by: _____

Phone No.: _____