

**EMPLOYEES' RETIREMENT SYSTEM**  
**COUNSELING APPOINTMENTS FOR EMPLOYEES**  
**RETIRING April – August 2015**

The ERS has scheduled counseling appointments for employees retiring in 2015 on April 1, May 1, June 1, July 1, and August 1 on Oahu only. Neighbor island employees may contact our island representatives for an appointment. Employees filing disability retirements should contact ERS directly.

**Individual Counseling**

Staff will counsel employees on their retirement benefits, provide general information regarding the retirement process, and assist them with the completion of their retirement application and other required forms.

**Scheduling an Appointment**

Please complete the attached form ERS-FSF to select an appointment date and time and return the form to our office at least 4 weeks prior to your requested appointment date. Please be advised that your appointment must be at least 30 days and no more than 150 days prior to your retirement date.

**Location**

All appointments will be held at the ERS Oahu office at 201 Merchant Street, Suite 1400. We suggest that you check in with the ERS reception desk at least 10 minutes prior to your scheduled appointment to pre-register. **Late arrivals may be rescheduled for another time.** We encourage your spouse and/or other parties to attend. Limited parking is available for validation in the building.

If you have additional questions, please call the Oahu office at (808) 586-1735. You may also visit the ERS website at <http://ers.ehawaii.gov/> for more retirement information.

**EMPLOYEES' RETIREMENT SYSTEM**

<b>Retirement Dates</b>	<b>Counseling Appointment Dates and Times</b>		
		<i>Day of Week</i>	<i>Times</i>
<b>April 1, 2015</b>	<b>February 2015</b>		
	4	<b>Wednesday</b>	
	6	<b>Friday</b>	<b>8:00 am</b>
	11	<b>Wednesday</b>	<b>9:15 am</b>
	13	<b>Friday</b>	<b>10:30 am</b>
	18	<b>Wednesday</b>	<b>1:00 pm</b>
	20	<b>Friday</b>	<b>2:15 pm</b>
	25	<b>Wednesday</b>	
	27	<b>Friday</b>	

<b>May 1, 2015</b>	<b>February 2015</b>			
	4	<b>Wednesday</b>		
	6	<b>Friday</b>		
	11	<b>Wednesday</b>		
	13	<b>Friday</b>		
	18	<b>Wednesday</b>	<b>8:00 am</b>	
	20	<b>Friday</b>	<b>9:15 am</b>	
	25	<b>Wednesday</b>	<b>10:30 am</b>	
	27	<b>Friday</b>	<b>1:00 pm</b>	
		<b>March 2015</b>		<b>2:15 pm</b>
	4	<b>Wednesday</b>		
	6	<b>Friday</b>		
	16	<b>Monday</b>		
	17	<b>Tuesday</b>		
	18	<b>Wednesday</b>		
	19	<b>Thursday</b>		
	20	<b>Friday</b>		
	25	<b>Wednesday</b>		
	27	<b>Friday</b>		
		<b>April 2015</b>		
1	<b>Wednesday</b>			

<b>June 1, 2015</b>	<b>February 2015</b>		
	4	<b>Wednesday</b>	
	6	<b>Friday</b>	<b>8:00 am</b>
	11	<b>Wednesday</b>	<b>9:15 am</b>
	13	<b>Friday</b>	<b>10:30 am</b>
	18	<b>Wednesday</b>	<b>1:00 pm</b>
	20	<b>Friday</b>	<b>2:15 pm</b>
	25	<b>Wednesday</b>	
27	<b>Friday</b>		

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<b>Retirement Dates</b>	<b>Counseling Appointment Dates and Times</b>		
		<i>Day of Week</i>	<i>Times</i>
<b>June 1, 2015</b>	<b>March 2015</b>		
	4	<b>Wednesday</b>	
	6	<b>Friday</b>	
	16	<b>Monday</b>	
	17	<b>Tuesday</b>	
	18	<b>Wednesday</b>	
	19	<b>Thursday</b>	<b>8:00 am</b>
	20	<b>Friday</b>	<b>9:15 am</b>
	25	<b>Wednesday</b>	<b>10:30 am</b>
	27	<b>Friday</b>	<b>1:00 pm</b>
	<b>April 2015</b>		
	1	<b>Wednesday</b>	<b>2:15 pm</b>
	8	<b>Wednesday</b>	
	10	<b>Friday</b>	
	15	<b>Wednesday</b>	
	17	<b>Friday</b>	
	22	<b>Wednesday</b>	
	24	<b>Friday</b>	
	29	<b>Wednesday</b>	
	<b>May 2015</b>		
1	<b>Friday</b>		
<b>July 1, 2015</b>	<b>February 2015</b>		
	4	<b>Wednesday</b>	
	6	<b>Friday</b>	
	11	<b>Wednesday</b>	
	13	<b>Friday</b>	
	18	<b>Wednesday</b>	
	20	<b>Friday</b>	
	25	<b>Wednesday</b>	<b>8:00 am</b>
	27	<b>Friday</b>	<b>9:15 am</b>
	<b>March 2015</b>		
	4	<b>Wednesday</b>	<b>10:30 am</b>
	6	<b>Friday</b>	<b>1:00 pm</b>
	16	<b>Monday</b>	<b>2:15 pm</b>
	17	<b>Tuesday</b>	
	18	<b>Wednesday</b>	
	19	<b>Thursday</b>	
	20	<b>Friday</b>	
	25	<b>Wednesday</b>	
	27	<b>Friday</b>	

**EMPLOYEES' RETIREMENT SYSTEM**

<b>Retirement Dates</b>	<b>Counseling Appointment Dates and Times</b>		
<b>July 1, 2015</b>		<i>Day of Week</i>	<i>Times</i>
	<b>April 2015</b>		
	1	Wednesday	
	8	Wednesday	
	10	Friday	
	15	Wednesday	
	17	Friday	
	22	Wednesday	8:00 am
	24	Friday	9:15 am
	29	Wednesday	10:30 am
	<b>May 2015</b>		
	1	Friday	1:00 pm
	6	Wednesday	2:15 pm
	8	Friday	
	13	Wednesday	
	15	Friday	
	26	Tuesday	
	27	Wednesday	
	28	Thursday	
	29	Friday	
<b>June 2015</b>			
1	Monday		

<b>August 1, 2015</b>	<b>March 2015</b>		
	4	Wednesday	
	6	Friday	
	16	Monday	
	17	Tuesday	
	18	Wednesday	8:00 am
	19	Thursday	9:15 am
	20	Friday	10:30 am
	25	Wednesday	1:00 pm
	27	Friday	2:15 pm
	<b>April 2015</b>		
	1	Wednesday	
	8	Wednesday	
	10	Friday	
	15	Wednesday	
	17	Friday	
	22	Wednesday	
	24	Friday	
	29	Wednesday	

**EMPLOYEES' RETIREMENT SYSTEM**

<b>Retirement Dates</b>	<b>Counseling Appointment Dates and Times</b>		
<b>August 1, 2015</b>		<i>Day of Week</i>	<i>Times</i>
	<b>May 2015</b>		
	1	<b>Friday</b>	
	6	<b>Wednesday</b>	
	8	<b>Friday</b>	
	13	<b>Wednesday</b>	<b>8:00 am</b>
	15	<b>Friday</b>	<b>9:15 am</b>
	26	<b>Tuesday</b>	<b>10:30 am</b>
	27	<b>Wednesday</b>	<b>1:00 pm</b>
	28	<b>Thursday</b>	<b>2:15 pm</b>
	29	<b>Friday</b>	
	<b>June 2015</b>		
	24	<b>Wednesday</b>	
	26	<b>Friday</b>	
	<b>July 2015</b>		
	2	<b>Thursday</b>	

Employees' Retirement System  
201 Merchant Street, Suite 1400  
Honolulu, HI 96813  
Phone (808) 586-1735 Fax. (808) 586-1677  
<http://ers.hawaii.gov/>

___ SSS to send confirmation letter
___ SSS to send retirement packet
_____ date assigned to SSS

**RETIREMENT COUNSELING APPOINTMENT REGISTRATION FORM**

(Please print)

The following information is needed for your registration:

Name: \_\_\_\_\_ S. S. No.: \_\_\_\_\_

Address: \_\_\_\_\_ Birth date: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_(W)\_\_\_\_\_ (H)

(1) Retirement Date: \_\_\_\_\_

(Your retirement date must be the 1<sup>st</sup> of the month except for December when retirement can be either the 1<sup>st</sup> or 31<sup>st</sup> of the month)

(2) Appointment: Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

(3) Please indicate your retirement plan: Contributory  Noncontributory  Hybrid

(4) Do you need an application packet? Yes  No

(5) Have you already filed a retirement application for your retirement date? Yes  No

(6) Do you need an estimate for the retirement date in Item #1 above? Yes  No

Beneficiary Name (one only): \_\_\_\_\_ Birth date: \_\_\_\_\_

Relationship: \_\_\_\_\_

(7) Position Title: \_\_\_\_\_

Department: \_\_\_\_\_  State -or-  County of \_\_\_\_\_

(8) Do you have a claim for acquisition of service?

\* Claim Attached - or - Claim was submitted on: \_\_\_\_\_

\* If you need to file a claim for service, visit our website to print the claim form or contact the ERS to request the form. All requests and payments must be completed before your retirement date.

FOR ERS USE ONLY
Initials: _____ Date: _____