



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

March 17, 2008, No. 08-3

Ken Y. Nakamatsu, Director
Department of Human Resources



Update Your Personal and Personnel Information

Do you know who you identified as your beneficiaries? Do you have a new mailing address?

Review and update, if necessary, the following benefits or other personnel information (or personal) information:

- **EMPLOYEE'S DESIGNATION OF BENEFICIARY** (BFS-T-02, Rev. 6/2006)
This form authorizes the Department of Budget and Fiscal Services to pay the designated beneficiary all accumulated vacation pay and unpaid wages at the time of the employee's death.
- **EMPLOYEES' RETIREMENT SYSTEM** (*Contributory/Hybrid Plan Members Only*) (Form 1-A, Rev. 4/2005)
If you are in the Contributory Plan (Classes A, B and D) and Hybrid Plan (Class H), you may wish to update your beneficiary information for your accumulated contributions. ***This does not apply to non-contributory plan members.***

Both the Employee's Designation of Beneficiary and the Retirement System Beneficiary forms must be signed before a Notary Public. There are notaries in the Department of Human Resources who can assist you with these forms. Please call your personnel office to make arrangements. You may also ask your departmental personnel office to send you these forms; but if you take them to another notary, you may be charged for the service.

- **Hawaii Employer-Union Health Benefits Trust Fund (EUTF), Standard Life Insurance Company**
Designation of Beneficiary
If you have life insurance from the EUTF, you may wish to update your beneficiary information.
- **FORM W-4 for the U.S. INTERNAL REVENUE SERVICE and the FORM HW-4 (State of Hawaii)**
Review your withholding exemptions for income taxes.

These forms are available at your department's personnel office.

Your Opinion Wanted.... Deferred Compensation

The City's Deferred Compensation Committee and ING, the Plan Administrator, want your thoughts on improving the plan.

In late March, a survey will be sent to the home/ mailing address of all those participating in the deferred compensation plan. Please take the time to complete the survey and to send it back. The results of the survey will be placed on the ING custom website for the City: www.ingretirementplans.com/custom/honolulu

NO PERSONAL INFORMATION

Please note that the survey will NOT ask you to provide personal information like Social Security Numbers or Financial Account Numbers.

SOCIAL SECURITY ADMINISTRATION

The Social Security Administration Office is promoting use of their on-line services via this website:



<http://www.socialsecurity.gov/hrm/>

This on-line service can help you:

- Apply for benefits.
- Replace your stolen, lost or damaged Medicare card.
- Request a Proof of Income letter.
- Change of address and phone numbers.

Work with children!

Enjoy an exciting summer as a

Student Aide!



Are you responsible, enthusiastic, and enjoy working with kids? The City and County of Honolulu is looking for eager, young adults willing to give back to their communities by assisting with the City's annual Summer Fun Program.

Here's all you need to qualify:

- High school graduation or equivalent;
- 24 college credits earned by June 2008 and intent to continue towards an associate, bachelor's or graduate degree
- Current enrollment in college at least half time, or intent to continue in Fall 2008.

Student Aide II – Recreation: \$9.00/hour

Returning Student Aides can apply for:

Student Aide III – Recreation: \$10.50/hour (new rate*)

*New rate for Student Aide III (Recreation) only for Dept. of Parks & Recreation jobs.

- **Employment period will be approximately 8 weeks**
- **Mondays through Fridays (except for holidays)**
- **Teach classes in the following areas: arts and crafts, music and dance, creative dramatics, sports, Hawaiiana, and physical fitness**
- **Supervise children and creatively motivate and develop a successful summer fun experience for young people**

**Applications being accepted
now through June 20 at:**

<https://www4.honolulu.gov/cityhallonline/>

For more information, call 768-3044.

CITY & COUNTY OF HONOLULU
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