

EMPLOYEES' RETIREMENT SYSTEM
COUNSELING APPOINTMENTS FOR EMPLOYEES
RETIRING APRIL – AUGUST 2016

The ERS has a schedule of counseling appointments for employees retiring in 2016 on April 1, May 1, June 1, July 1 and August 1 on Oahu only.

Employees filing for January 1, February 1, March 1, 2016, and disability retirements should call ERS directly to schedule an appointment. Neighbor island employees may contact our island representatives for an appointment.

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 with parking 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

Retirement Dates	Counseling Appointment Dates and Times			
	February 2016	Day of Week	Times	
April 1, 2016	3	Wednesday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM	
	5	Friday		
	10	Wednesday		
	12	Friday		
	17	Wednesday		
	19	Friday		
	24	Wednesday		
	26	Friday		
	March 2016	Day of Week		
	2	Wednesday		

Retirement Dates	Counseling Appointment Dates and Times			
	February 2016	Day of Week	Times	
May 1, 2016	3	Wednesday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM	
	5	Friday		
	10	Wednesday		
	12	Friday		
	17	Wednesday		
	19	Friday		
	24	Wednesday		
	26	Friday		
	March 2016	Day of Week		
	2	Wednesday		
	4	Friday		
	16	Wednesday		
	17	Thursday		
	18	Friday		
	21	Monday		
	22	Tuesday		
	23	Wednesday		
	24	Thursday		
	30	Wednesday		
	April 2016	Day of Week		
1	Friday			

EMPLOYEES' RETIREMENT SYSTEM

Retirement Dates	Counseling Appointment Dates and Times		
June 1, 2016	February 2016	Day of Week	Times
	3	Wednesday	
	5	Friday	
	10	Wednesday	
	12	Friday	
	17	Wednesday	
	19	Friday	
	24	Wednesday	
	26	Friday	
	March 2016	Day of Week	
	2	Wednesday	
	4	Friday	
	16	Wednesday	
	17	Thursday	8:00 AM
	18	Friday	9:15 AM
	21	Monday	10:30 AM
	22	Tuesday	1:00 PM
	23	Wednesday	2:15 PM
	24	Thursday	
	30	Wednesday	
	April 2016	Day of Week	
	1	Friday	
	6	Wednesday	
	8	Friday	
	13	Wednesday	
	15	Friday	
	25	Monday	
	26	Tuesday	
	27	Wednesday	
	28	Thursday	
	29	Friday	
	May 2016	Day of Week	
	2	Monday	

EMPLOYEES' RETIREMENT SYSTEM

Retirement Dates	Counseling Appointment Dates and Times		
July 1, 2016	February 2016	Day of Week	Times
	3	Wednesday	
	5	Friday	
	10	Wednesday	
	12	Friday	
	17	Wednesday	
	19	Friday	
	24	Wednesday	
	26	Friday	
	March 2016	Day of Week	
	2	Wednesday	
	4	Friday	
	16	Wednesday	8:00 AM
	17	Thursday	9:15 AM
	18	Friday	10:30 AM
	21	Monday	1:00 PM
	22	Tuesday	2:15 PM
	23	Wednesday	
	24	Thursday	
	30	Wednesday	
	April 2016	Day of Week	
	1	Friday	
	6	Wednesday	
	8	Friday	
	13	Wednesday	
	15	Friday	
	25	Monday	
	26	Tuesday	
	27	Wednesday	
	28	Thursday	
	29	Friday	

EMPLOYEES' RETIREMENT SYSTEM

Retirement Dates	Counseling Appointment Dates and Times			
July 1, 2016	May 2016	Day of Week	Times	
	2	Monday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM	
	4	Wednesday		
	11	Wednesday		
	13	Friday		
	18	Wednesday		
	20	Friday		
	25	Wednesday		
	27	Friday		
	31	Tuesday		
	June 2016	Day of Week		
	1	Wednesday		

August 1, 2016	March 2016	Day of Week	Times	
	4	Friday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM	
	16	Wednesday		
	17	Thursday		
	18	Friday		
	21	Monday		
	22	Tuesday		
	23	Wednesday		
	24	Thursday		
	30	Wednesday		
	April 2016	Day of Week		
	1	Friday		
	6	Wednesday		
	8	Friday		
	13	Wednesday		
	15	Friday		
	25	Monday		
	26	Tuesday		
	27	Wednesday		
	28	Thursday		
29	Friday			

12/8/2015

EMPLOYEES' RETIREMENT SYSTEM

Retirement Dates	Counseling Appointment Dates and Times		
August 1, 2016	May 2016	Day of Week	Times
	2	Monday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM
	4	Wednesday	
	11	Wednesday	
	13	Friday	
	18	Wednesday	
	20	Friday	
	25	Wednesday	
	27	Friday	
	31	Tuesday	
	June 2016	Day of Week	
	1	Wednesday	
	29	Wednesday	
	July 2016	Day of Week	
	1	Friday	

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 1st of the month except for December when retirement can be either the 1st or 31st 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: _____