

EMPLOYEES' RETIREMENT SYSTEM
COUNSELING APPOINTEMENTS FOR EMPLOYEES
RETIRING September – December 2016

The ERS has scheduled counseling appointments for employees retiring in 2016 on September 1, October 1, November 1, December 1 and December 31 on Oahu only. Neighbor island employees may contact our island district liaisons 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

Retirement Dates	Counseling Appointment Dates and Times		
September 1, 2016	July 2016	Day of Week	Times
	20	Wednesday	8:00 AM
	22	Friday	9:15 AM
	27	Wednesday	10:30 AM
	29	Friday	1:00 PM
	August 2016	Day of Week	2:15 PM
	2	Tuesday	
October 1, 2016	July 2016	Day of Week	Times
	20	Wednesday	
	22	Friday	
	27	Wednesday	
	29	Friday	8:00 AM
	August 2016	Day of Week	9:15 AM
	2	Tuesday	10:30 AM
	5	Friday	1:00 PM
	10	Wednesday	2:15 PM
	12	Friday	
	15	Monday	
	17	Wednesday	
	24	Wednesday	
	26	Friday	
	31	Wednesday	
	September 2016	Day of Week	
	1	Thursday	
November 1, 2016	July 2016	Day of Week	Times
	20	Wednesday	
	22	Friday	8:00 AM
	27	Wednesday	9:15 AM
	29	Friday	10:30 AM
	August 2016	Day of Week	1:00 PM
	2	Tuesday	2:15 PM
	5	Friday	
	10	Wednesday	

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Retirement Dates	Counseling Appointment Dates and Times			
November 1, 2016	August 2016	Day of Week	Times	
	12	Friday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM	
	15	Monday		
	17	Wednesday		
	24	Wednesday		
	26	Friday		
	31	Wednesday		
	September 2016	Day of Week		
	1	Thursday		
	7	Wednesday		
	9	Friday		
	14	Wednesday		
	16	Friday		
	21	Wednesday		
	23	Friday		
	30	Friday		
	December 1, 2016	July 2016		Day of Week
20		Wednesday		8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM
22		Friday		
27		Wednesday		
29		Friday		
August 2016		Day of Week		
2		Tuesday		
5		Friday		
10		Wednesday		
12		Friday		
15		Monday		
17		Wednesday		
24		Wednesday		
26		Friday		
31		Wednesday		

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Retirement Dates	Counseling Appointment Dates and Times		
December 1, 2016	September 2016	Day of Week	Times
	1	Thursday	
	7	Wednesday	
	9	Friday	
	14	Wednesday	
	16	Friday	
	21	Wednesday	
	23	Friday	8:00 AM
	30	Friday	9:15 AM
	October 2016	Day of Week	10:30 AM
	5	Wednesday	1:00 PM
	7	Friday	2:15 PM
	10	Monday	
	11	Tuesday	
	12	Wednesday	
	14	Friday	
	19	Wednesday	
	21	Friday	
	26	Wednesday	
	28	Friday	
	November 2016	Day of Week	
1	Tuesday		
December 31, 2016	August 2016	Day of Week	Times
	5	Friday	
	10	Wednesday	8:00 AM
	12	Friday	9:15 AM
	15	Monday	10:30 AM
	17	Wednesday	1:00 PM
	24	Wednesday	2:15 PM
	26	Friday	
	31	Wednesday	

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Retirement Dates	Counseling Appointment Dates and Times		
December 31, 2016	September 2016	Day of Week	Times
	1	Thursday	
	7	Wednesday	
	9	Friday	
	14	Wednesday	
	16	Friday	
	21	Wednesday	
	23	Friday	
	30	Friday	
	October 2016	Day of Week	
	5	Wednesday	
	7	Friday	
	10	Monday	
	11	Tuesday	8:00 AM
	12	Wednesday	9:15 AM
	14	Friday	10:30 AM
	19	Wednesday	1:00 PM
	21	Friday	2:15 PM
	26	Wednesday	
	28	Friday	
	November 2016	Day of Week	
	1	Tuesday	
	2	Wednesday	
	4	Friday	
	9	Wednesday	
	23	Wednesday	
	25	Friday	
	28	Monday	
	29	Tuesday	
	30	Wednesday	
	December 2016	Day of Week	
	1	Thursday	

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: _____