

DAVID Y. IGE
GOVERNOR



LAUREL A. JOHNSTON
ACTING DIRECTOR

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

January 11, 2018

The Honorable Ronald D. Kouchi,
President and
Members of the Senate
Twenty-Ninth State Legislature
State Capitol, Room 409
Honolulu, Hawaii 96813

The Honorable Scott K. Saiki,
Speaker and Members of the
House of Representatives
Twenty-Ninth State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the Status of Employer Reporting of Information 2017 report, as required by Act 87, Session Laws of Hawaii 2015. In accordance with Section 93-16, Hawaii Revised Statutes, the report may be viewed electronically at <http://ers.ehawaii.gov/resources/report-to-legislature>.

Sincerely,

LAUREL A. JOHNSTON
Acting Director of Finance

Enclosure

c: Legislative Reference Bureau

ec: Governor's Office: Gov.ReportsDistribution@hawaii.gov
Lieutenant Governor's Office: LtGov.ReportsDistribution@hawaii.gov
Legislative Auditor: auditors2@auditor.state.hi.us
Department of Budget and Finance: DBFLeg.DIR@hawaii.gov

EMPLOYEES' RETIREMENT SYSTEM
OF THE STATE OF HAWAII

ACT 87, SESSION LAWS OF HAWAII 2015
RELATING TO THE EMPLOYEES' RETIREMENT SYSTEM

STATUS OF EMPLOYER REPORTING OF INFORMATION
2017

This is the 2017 status report on the State, the City and County of Honolulu and the Counties of Hawaii, Maui and Kauai departments' and Agencies' ("State and Counties") reporting of personnel and payroll information to the Employees' Retirement System (ERS) as required by Section 88-103.7 under Act 87, Session Laws of Hawaii 2015.

Employer Reporting Files

ERS benefits (retirement, death, refunds, disability, etc.) are based on the ERS membership status of the employee. The ERS is dependent on employers of the State and Counties to provide timely and accurate compensation information (based on payroll data) and service credit information (based on personnel data) on their employees to determine ERS benefit eligibility and entitlement. Employers are the sole source of this payroll and personnel data which is transmitted to the ERS by semi-monthly transactions coinciding with their salary processing schedule.

ERS approved file formats for employer reporting of payroll and personnel data:

1. Payroll File: 600 byte layout, version 2, Act 163
2. Personnel Interface File: 1500 byte layout, Act 163

ERS's first Act 87/2015 Report summarized the employers' files and whether files were being submitted by the approved format. The second Act 87/2015 Report in 2016 focused on the Employer Reporting Payroll File. Specifically, the report examined in detail ERS's evaluation of the file as it is received, reviewed and the data validated as it is entered into its Pension Management Information System to generate ERS benefits. This third Act 87/2015 Report for 2017 focuses on the Employer Reporting Personnel File and the status of employer reporting.

Employers and Billing Locations

Since 2006, the ERS has worked with the State and Counties in the implementation and the utilization of the personnel files.

On May 16, 2017, ERS conducted a meeting for all the State and County Payroll, Personnel, and Information Systems staff ("employers") to provide an update on Act 87/2015. ERS reminded the employers of the payroll and personnel electronic reporting requirements for July 1, 2020. ERS informed the employers that assistance is available from ERS staff on their issues and questions. Employer meetings were also conducted for the County of Hawaii (June 7, 2017), County of Kauai (June 14, 2017), and County of Maui (June 29, 2017). In addition, the ERS created an Employer Team to provide assistance with employers' concerns and issues. To date,

ERS Employer Team has met with the City and County of Honolulu, Charter Schools, Department of Transportation, and other departmental staff for assistance and guidance.

Employer reporting is divided into separate “billing locations” which are designated by the employer for ease of collection and processing. The personnel file billing locations for the State and Counties are listed below:

1. State of Hawaii
 - Department of Human Resources Development
 - University of Hawaii (BOR)
 - Judiciary
 - Hawaii Health System Corporation
 - Charter Schools
 - Department of Education (BOE – Student Support Personnel and Classified Personnel)
 - Senate
 - House
 - Ombudsman
 - Legislative Reference Bureau
 - Legislative Auditor
 - Ethics Commission
 - Office of Hawaiian Affairs
2. City and County of Honolulu
 - City and County of Honolulu
 - City and County of Honolulu – Board of Water Supply
3. County of Hawaii
 - County of Hawaii
 - County of Hawaii – Department of Water Supply
4. County of Maui
 - County of Maui
5. County of Kauai
 - County of Kauai

Status of Reporting

As noted in the Act, the ERS “shall require that information be furnished in electronic format and that information with respect to payroll and personnel transactions:

- (1) Allocate payments, including bonuses, salary adjustments, payments for compensatory time, and workers' compensation, to monthly or other periods as requested by the system;
- (2) Specify the purpose or nature of the payment; and
- (3) Indicate any changes or errors in payments that require correcting or updating.”

It states further that all departments and agencies “shall furnish the information required by the system pursuant to this section in the format required by the system.” The employers’ statuses of reporting by the ERS approved file format are noted in Attachment 1.

Each employer file has the following types of personnel information for each reported employee:

1. Demographic Information
 2. Employer Reporting Transaction Identification
 3. Nature of Action Information
 4. ERS Enrollment Category Information (Group and Class Code)
 5. Pay and Salary Information (includes FTE, Contract Type, Hours, Cycles, Rates, Differentials, Steps, etc.)
- ❖ (Note: Please refer to Attachment 2 for the detailed personnel data required.)

Although still pending a complete review of the previous reports, critical areas of the personnel files to be discussed with all employers will include:

1. Missing information
2. Cancellations vs. corrections

This Act 87/2015 report provides the legislature with the current ERS approved personnel layout with the complete fields required. Additionally, the Employer-Billing Location table indicates the current status of each employer’s compliance with the current format. Previously submitted personnel files are currently being reviewed and evaluated and employer meetings are being scheduled to discuss reporting errors and discrepancies.

Unreported, erroneously reported or manually reported personnel and payroll records of transactions, adjustments, retroactive payments, and corrections require the ERS to research, request and manually adjust an employee’s or retiree’s benefit calculation record to accurately reflect the benefit for which an employee, beneficiary or retiree should be eligible or receive.

Attached as Attachment 3 with this 2017 report are employer responses to ERS’s requests for information to summarize the progress the employers have achieved thus far to address discrepancy issues as well as to specify their plans to advance toward further compliance during the next year.

ERS will continue to work with the State and Counties on both the payroll and personnel files in order to comply with the provisions of Act 87/2015. In addition, it shall submit to the legislature reports on the progress of State and Counties’ efforts to comply with section 88-103.7, Hawaii Revised Statutes, as amended by this Act. These reports shall be submitted to the Legislature prior to the regular sessions of 2016 through 2020.

Next Act 87/2015 Report Due:

Twenty days prior to the start of the 2019 legislative session.

Act 87/2015 - Employer and Billing Location - Personnel Files		Submitting by Approved File Format
1.	State of Hawaii	
	Personnel Files	
	i. Department of Human Resources Development	Yes
	ii. Department of Education Certificated	Yes
	iii. University of Hawaii Board of Regents	Yes
	iv. Judiciary	Yes
	v. Hawaii Health Systems Corporation	Yes
	vi. Charter Schools	No - Paper
	vii. Board of Education – SSP and Classified Personnel	Yes
	viii. Senate	Yes
	ix. House	Yes
	x. Ombudsman	Yes
	xi. Legislative Reference Bureau	Yes
	xii. Legislative Auditor	Yes
	xiii. Ethics Commission	Yes
	xiv. Office of Hawaiian Affairs	No - Paper
2.	City and County of Honolulu	
	Personnel Files	
	i. City and County of Honolulu	Yes
	ii. City and County of Honolulu – Board of Water Supply	No - partial reporting through C&C Hon
3.	County of Hawaii	
	Personnel Files	
	i. County of Hawaii	No - Paper
	ii. County of Hawaii - Department of Water Supply	No - Paper
4.	County of Maui	
	Personnel Files	
	i. County of Maui	Yes
5.	County of Kauai	
	Personnel Files	
	i. County of Kauai	Yes

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
1	Record Type	X(01)	1	1	1	Indicates the type of record being reported.	Accepted Values: "D" = Detail Record - This is the only valid value for a detail transaction.
2	SSN	X(9)	9	2	10	The member's Social Security Number without hyphens.	Numeric only. Note: No bogus numbers will be accepted. (Ex: 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, or 987654321).
3	Old SSN	X(9)	9	11	19	The member's old Social Security Number without hyphens. Used only if reporting a change in SSN.	Only required if Nature of Action = "CHGSSN" Numeric only. Notes: No bogus numbers will be accepted (ex. 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, or 987654321).
4	Prefix	X(2)	2	20	21	The member's name prefix.	Accepted Values: MR = Mister MS = Ms. MA = Mrs. MI = Miss DR = Doctor HN = Honorable Space filled
5	Last Name	X(50)	50	22	71	The member's last name. If the Member only has one name, provide the name in this field instead of the First Name field.	Alpha Characters and Hyphen Only Ex: Madonna (No Last Name) Ex: Smith (Last Name)
6	First Name	X(50)	50	72	121	The member's first Name.	Alpha Characters and Hyphen Only Space filled accepted if member only has one name. Ex: John
7	Middle Name	X(50)	50	122	171	The member's middle name. Provide the full middle name if possible. Middle Initial and blank can be accepted if necessary.	Alpha Characters and Hyphen Only Ex: Allen

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
8	Suffix	X(2)	2	172	173	The member's name suffix.	Accepted Values: EQ = Esquire JR = Junior SR = Senior 01 = I 02 = II 03 = III 04 = IV 05 = PhD 06 = MD 07 = V 08 = VI Space filled
9	Gender	X(1)	1	174	174	The member's gender.	Accepted Values: M = Male F = Female U = Unknown
10	Date of Birth	CCYYMMDD	8	175	182	Member's Date of Birth	Numeric Only. Must be a valid date - YYYYMMDD Ex: 19660816
11	Marital Status	X(1)	1	183	183	The member's marital status.	Accepted Values: M = Married S = Single D = Divorced W = Widowed B = Reciprocal Beneficiary C = Civil Union Space fill
12	Address Line 1	X(100)	100	184	283	The member's correspondence address Line 1.	Alphanumeric characters. Ex: Employees' Retirement System
13	Address Line 2	X(100)	100	284	383	The member's correspondence address Line 2.	Alphanumeric characters. Ex: 201 Merchant St STE 1600
14	Address Line 3	X(100)	100	384	483	The member's correspondence address Line 3. Used only if an additional address line is needed to define where a person is located.	Alphanumeric characters.
15	City	X(50)	50	484	533	The member's correspondence address City.	Alphanumeric characters. Ex: Honolulu

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
16	State	X(50)	50	534	583	The member's correspondence address State.	Alpha Characters Only For States and Territories in the United States, use the United States Postal Service (USPS) 2-letter state codes. Ex: HI For outside the United States, enter the complete State name. Ex: New South Wales
17	ZIP + 4	9(9)	9	584	592	The member's correspondence address ZIP Code.	Numeric characters only. Used only if Member's Country Code = US. Ex: 988130000 or 988132928
18	Postal Code	X(10)	10	593	602	The member's correspondence address Postal Code.	Used only if Member's Country Code is not "US". Alphanumeric Characters. Ex: If Country Code = CA, Postal Code may = A07399.
19	Country Code	X(2)	2	603	604	The member's correspondence address Country code.	Accepted Values: Valid values as defined by the USPS 2-letter standard code.
20	Employer Code	X(3)	3	605	607	Employer Code of the member's employer as defined by ERS.	ERS will notify each reporting agency of which value to use. Accepted Values: 001 = State of Hawaii 002 = City & County of Honolulu 003 = Hawaii County 004 = Maui County 005 = Kauai County
21	Billing Location	X(3)	3	608	610	The Billing Location of the member's employer as defined by ERS.	ERS will notify each reporting agency of which value to report. Accepted Values: 001 = DAGS - UH 002 = DAGS - DOE 003 = DAGS - HHSC 004 = DAGS/DHRD - State of Hawaii 005 = DAGS - Charter Schools 006 = UHPA 007 = Charter Schools - Ceridian 008 = East West Center 009 = Hawaii Air National Guard 010 = City & County of Honolulu 011 = City & County of Honolulu - Board of Water Supply 012 = Hawaii County 013 = Hawaii County - Board of Water Supply 014 = Maui County 015 = Kauai County
22	Position Number	X(10)	10	611	620	The organization's position number for the member's position. ERS uses this data as an indicator of multiple employments for an individual member.	Required. Accept any alphanumeric value as defined by the reporting agency.

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
23	Position Title	X(50)	50	621	670	The title is the description of the member's position. Ex: 'Accountant V'	Required. Accept any alphanumeric value as defined by the reporting agency.
24	NOAC Effective Date	CCYYMMDD	8	671	678	The effective date of the nature of action being reported.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070816
25	NOAC Certification Date	CCYYMMDD	8	679	686	The date that the NOAC was approved/entered in the system. Used to determine the sequence of employment transactions in case multiple transactions with the same action and the same effective date are reported. DHRD, DOE Certified, DOE - BSSP, HHSC = Employer's Nature of Action Code Certification Date. ERS to discuss with employers not listed above.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070701 Optional: use field #58 to determine sequence of employment transactions with same action and same effective date being reported on the same file.
26	Last Day Worked	CCYYMMDD	8	687	694	Member's Last Day Worked (COB Date). Used only when a termination type nature of action is reported. ERS to discuss with employers.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070831 Also referred to as the ERS COB (close of business) day
27	Employer NOAC	X(6)	6	695	700	Reporting Agency specific code that indicates the nature of action for the transaction being reported. ERS will discuss with the individual employers.	Required. Accept any alphanumeric value as defined by the reporting agency.
28	NOAC Change Code	X(3)	3	701	703	The Employer's Nature of Action Change Code (Used for the following employers: DHRD, DOE Certified, DOE - BSSP, HHSC)* *ERS to discuss with employers not listed above.	Accepted Values: 999 = cancel of a previous record 991 = correction to a previous record If not using '999' or '991' Space fill - check with ERS first

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
29	ERS Action Code	X(10)	10	704	713	ERS' Action Code ERS will assist each Reporting Agency in mapping their nature of action codes to the ERS nature of action code. [For initial load, use code APPCONV - check with ERS first]	Accepted Values: APPCHG = Appointment Changes APPCONV = Appointment Conversion (Conversion from a non-ERS position to an ERS position, e.g. emergency hire to permanent) APPJURI = Appointment Jurisdictions APPNEW = Appointment New CHGDEMO = Change Demographics CHGSSN = Change SSN LOAEDU = LOA Education LOAGEN = LOA General LOAHTH = LOA Health LOAINJ = LOA Industrial Injury LOALOA = LOA on loan to another agency/jurisdiction LOAMIL = LOA Military LOAOTH = LOA Other LOAPRO = LOA Professional Improvement LOASAB = LOA Sabbatical PAY = Pay PAYBON = Pay Bonus PAYDIFF = Pay Differential ROAEDU = ROA Education ROAGEN = ROA General ROAHTH = ROA Health ROAINJ = ROA Industrial Injury ROALOA = ROA on loan to another agency/jurisdiction ROAMIL = ROA Military ROAOTH = ROA Other ROAPRO = ROA Professional Improvement ROASAB = ROA Sabbatical TRM = Termination TRM253 = Termination Act 253 TRMDISM = Termination Dismissal TRMDTH = Termination Death TRMGEN = Termination General TRMPGM = Termination Program TRMRET = Termination Retirement (Service) TRMROD = Termination Retirement (Ordinary Disability) TRMRSC = Termination Retirement (Service Connected) ZAP = Does not apply to ERS

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
30	Retirement Group	X(2)	2	714	715	Member's Retirement Group	Accepted Values: 11 = State (General Employee) 12 = Directors/Deputy Directors 13 = 10-Mth Employee (e.g. EA, Health Aids, Speech Therapist, School Psychologist) 21 = 10-Mth DOE Certificated Personnel 22 = 12-Mth DOE Certificated Personnel (e.g. Ed Officers/Ed Spds) 23 = DOE Principals 24 = 9-Mth UH Instructional Personnel 25 = Other UH Instructional Personnel 31 = County (General Employee) 32 = County Directors/Deputy Directors/County Clerks 41 = Police Officers 42 = Firefighters (24 hr) 43 = Firefighters (8 hr) 51 = Judges hired < 7/1/1999 52 = Judges hired > 6/30/1999 (Act 65) 61 = Elected Officials (e.g. Gov/LL Gov, Prosec Atty, Mayors) 62 = State Senators, House of Rep, Council Members 63 = Legis Off (e.g. Sgt. Asst Sgt @ Arms) 71 = Sewer and WWWW 72 = Water Safety Officer 73 = EMT 81 = ACO 82 = Investigators (2.5% benefit) 83 = Investigator - County Prosec Atty (2.5% benefit) 84 = Water Safety Officers hired prior to 7/1/94 (2.5% benefit)
31	Retirement Class	X(2)	2	716	717	The member's Retirement Class as defined by ERS.	Accepted Values: See worksheet "Class Code Table".
32	FTE	X(5)	5	718	722	The member's Full-Time Equivalent percentage.	Numeric Only with two implied decimal positions. Do not report member if less than 50% FTE. Ex: 10000 = 100% Ex: 09500 = 95%
33	Contract Type	X(2)	2	723	724	The number of paid months pro-rated over a twelve month period.	Accepted Values: 09 = 9-month employment* 10 = 10-month employment* 11 = 11-month employment* 12 = 12-month employment Used by UH and DOE ONLY. All other reporting agencies will report "12".

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
34	Partial Pay Status	X(1)	1	725	725	Indicates that the member is on leave for a partial day for more than one day. ERS to discuss with employers.	Use (*) when partial day leave is for more than 1 day (NOA = LOAxxx). This field is used together with Partial Pay Hours (field #35) and Partial Pay Minutes (field #36). Note: Submit a return from leave (ROA) to indicate that the partial leave period ends. Accepted Values: Space filled = Indicates one partial day worked when Partial Pay Hours and Partial Pay Minutes are reported. * = Continuous Duration of Partial Days Worked. Partial Pay Hours and Partial Pay Minutes must be reported.
35	Partial Pay Hours	9(2)	2	726	727	The number of hours worked by a member when taking a partial leave for a single day or a continuous period. ERS to discuss with employers.	For Partial day leaves, indicates the number of hours employee works. Accepted Values 00 = 0 hours 01 = 1 hour 02 = 2 hours through 24 = 24 hours
36	Partial Pay Minutes	9(2)	2	728	729	The number of minutes worked by a member when taking a partial leave for a single day or continuous period. ERS to discuss with employers.	For Partial day leaves, indicates the number of minutes employee works. Accepted Values: 00 = 0 minutes 01 = 1 minute 02 = 2 minutes through 59 = 59 minutes
37	Island Code	X(2)	2	730	731	Indicates the island where the member works on a regular basis.	Accepted Values: 01 = Hawaii 02 = Oahu 03 = Molokai 04 = Kauai 05 = Maui 06 = Lanai 07 = Niihau 08 = Other
38	Pay Number	X(10)	10	732	741	Reporting Agency specific. Unique number for payroll reporting. Ties the personnel actions to the payroll transactions (Sequence #11 on Payroll File).	ERS to discuss with reporting agencies Spaces to the right, left justified <u>(Some agencies, this is the payroll number. For non-State agencies, ok to space fill)</u>

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
39	Personnel Location	X(10)	10	742	751	Indicates the office/location where the member works on a regular basis. ERS to discuss with reporting agencies.	ERS to discuss with reporting agencies If no personnel location, use default value of PERSONNEL [Some agencies, this is the warrant distribution code] Accepted Values: Refer to worksheet "Bargaining Unit".
40	Bargaining Unit	X(2)	2	752	753	Indicates the member's Bargaining Unit.	Accepted Values: Refer to worksheet "Bargaining Unit".
41	Occupational Group Code	X(10)	10	754	763	The member's Occupational Group Code, as defined by the reporting agencies.	Accepted Values: Accept any alphanumeric value provided by agencies.
42	Employment Date	CCYYMMDD	8	764	771	The member's initial hire date with the reporting agency.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 19760816
43	Pay Frequency	X(2)	2	772	773	The frequency of the member's payroll.	Accepted Values: BW = Bi-Weekly [DO NOT USE THIS CODE WITHOUT CONTACTING THE ERS] SM = Semi-Monthly
44	Pay Cycle	X(2)	2	774	775	Indicates when the member is paid in relation to when the work was performed (earned period).	Accepted Values: ON = On-Time DE = Delayed (5 days) LG = Lagged by one pay period LD = Lagged by one pay period and Delayed (5 days)
45	Pay Rate Code	X(2)	2	776	777	The member's Pay Rate Code indicates the basis for the Pay Rate field (Sequence #46).	Accepted Values: SL = Monthly (Salaried) HO = Hourly DO = Daily (Judges Only)
46	Pay Rate	9(11)V99	13	778	790	Monthly base pay, hourly rate pay, or daily pay rate. Used in conjunction with Pay Rate Code (sequence #45).	Numeric Only Include leading zeroes, and two implied decimal positions.
47	Differential Code 1	X(5)	5	791	795	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 1 (Sequence # 48). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are paid each pay period.	Accepted Values: Space fill if not using.
48	Differential Amount 1	9(11)V99	13	796	808	This field provides the amount of the recurring differential identified by Differential Code 1 (Sequence #47).	Numeric Only Include leading zeroes, and two implied decimal positions. Zero fill if not using.

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Step Position	Description	Field Content
49	Differential Code 2	X(5)	5	809	813	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 2 (Sequence # 50). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are added to a members base pay each pay period.	Accepted Values: Space fill if not using.
50	Differential Amount 2	9(1)V99	13	814	826	This field provides the amount of the recurring differential identified by Differential Code 2 (Sequence #49).	Numeric Only Include leading zeroes, and two implied decimal positions. Zero fill if not using.
51	Differential Code 3	X(5)	5	827	831	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 3 (Sequence # 51). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are added to a members base pay each pay period.	Accepted Values: Space fill if not using.
52	Differential Amount 3	9(1)V99	13	832	844	This field provides the amount of the recurring differential identified by Differential Code 3 (Sequence #51).	Numeric Only Include leading zeroes, and two implied decimal positions. Zero fill if not using.
53	Differential Code 4	X(5)	5	845	849	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 4 (Sequence # 54). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are added to a members base pay each pay period.	Accepted Values: Space fill if not using.
54	Differential Amount 4	9(1)V99	13	850	862	This field provides the amount of the recurring differential identified by Differential Code 4 (Sequence #53).	Numeric Only Include leading zeroes, and two implied decimal positions. Zero fill if not using.
55	Salary Schedule/Range/Step	X(6)	6	863	868	The member's Salary Schedule/Range/Step as set by their bargaining unit. These three separate fields are reported as one combined field.	Accept any value provided by agencies. Ex. SF01A
56	Step Movement Date	CCYYMMDD	8	869	876	The date associated with the next change in Pay Rate (sequence #46). Used in conjunction with Salary Schedule/Range/Step (sequence # 55).	Optional: use field #59 for additional information related to salary schedule/range step. Numeric Only. Must be a valid date - YYYYMMDD Ex: 20080701
57	Remarks	X(500)	500	877	1376	Additional remarks provided by the reporting agency related to the transaction being reported.	Report last step movement date if not available. ERS to discuss with reporting agencies

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
58	NOAC Certification Time	9(06)	6	1377	1382	The time that the NOAC was approved/entered in the system. Used to determine the sequence of employment transactions in case multiple transactions with the same action and the same effective date are reported. Used in conjunction with NOAC Certification Date (sequence # 25). DHRD, DOE Certificated, DOE - BSSP, HHSC = Employer's Nature of Action Code Certification Date. EPRS to discuss with employers not listed above.	Numeric Only. Must be a valid time (000000 to 235959) - HHMMSS where HH = Hours MM = Minutes SS = Seconds Ex: 083000 - 8:30:00 am 134510 - 1:45:10 pm Zero fill if applicable.
59	Salary Schedule/Range/Step Extended	X(20)	20	1383	1402	Additional information related to the salary schedule, range and step (sequence # 55).	Accept any value provided by agencies.
60	School Track Code	X(10)	10	1403	1412	Used to identify which	Left justified Space filled. Employer defined values
61	DAGS FICA Code	X(02)	2	1413	1414	This field indicates the DAGS FICA code	Left justified Space filled.
62	FILLER	X(86)	86	1415	1500	Reserved for future use.	Space filled.

DAVID Y. IGE
GOVERNOR



RODERICK K. BECKER
Comptroller
AUDREY HIDANO
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

December 1, 2017

To: Mr. Thomas Williams, Executive Director

From: Mr. Roderick K. Becker, Comptroller *Roderick K. Becker*

Subject: Response to Status of Employer Reporting Information under Act 87, SLH 2015 for ERS' 2017 Report the to Legislature

This communication serves as the Department of Accounting and General Services' (DAGS) response to your request regarding employer efforts to provide payroll and personnel information to the ERS as required under Section 88-103. DAGS' response pertains to the State's payroll and (where possible, personnel) information and data transmitted to the Employees' Retirement System (ERS) to conduct accurate assessments of wages earned for retirement benefit calculations for state employees and retirees.

As you are aware, DAGS with support from the Office of Enterprise Technology Services (ETS) is actively engaged in an enterprise payroll system modernization effort for the entire state. This project endeavor "HawaiiPay" commenced on October 16, 2016 and the first phase is focusing on a payroll system modernization to transfer from the State's legacy payroll mainframe system to the PeopleSoft Payroll system in calendar year 2018.

Through this effort, the HawaiiPay project team has included various team members from ERS to walk through and discuss opportunities to provide requested information and where possible, update information required through the payroll system modernization. ERS team members participated in the Fit/Gap sessions to review system requirements and have jointly conducted evaluations to determine how data can be clearly identified and provided in business process and/or system design changes based on what the State has contracted to complete in the payroll phase.

Beyond the payroll phase, a second phase of the modernization under the State contract will focus on time and attendance system modernization in the three years following the completion of the payroll conversion phase in 2018.

There have been multiple meetings and conversations that have transpired with the HawaiiPay project team and ERS subject matter experts to identify items that can be modified to meet compliance, if the State payroll system of record can indeed provide the necessary data being requested. Through the ongoing evaluation, we have also identified that there are field

requirements that rely on human resources information maintained by the jurisdictions and departments in their various HR systems of record. The State does not currently have a consolidated, enterprise human resources system therefore the requested HR data fields and data elements may not exist, nor accurately represent what is needed by ERS. The payroll system (current and future) will not serve as the HR system of record for each Department and Agency and several of these fields are not required for processing payroll.

Please find the attached summarization of DAGS' analysis conducted by the HawaiiPay project modernization team detailing the information that can be provided at this time and what is being considered in the future within the modernization efforts.

Being that the actual implementation date is the year 2020, DAGS and the HawaiiPay project will continue to work with ERS to determine if additional information can be provided as the payroll and time and attendance system modernization progresses. Where possible, business processes and/or operational changes will also continue to be evaluated to facilitate the capture of the ERS required information.

Should you have any questions about the information provided, please feel free to contact Wayne Horie, Accounting Division Administrator at wayne.m.horie@hawaii.gov.

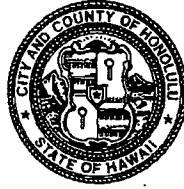
Attachment

c: W. Horie, Division Administrator (DAGS)
L. Kagawa, Program Manager (HawaiiPay)

DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
RECEIVED
EMPLOYEES' RETIREMENT SYSTEM
1555 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • INTERNET: www.honolulu.gov
STATE OF HAWAII

2017 DEC -1 AM 9:12

KIRK CALDWELL
MAYOR



NELSON H. KOYANAGI, JR.
DIRECTOR

November 30, 2017

Mr. Thomas Williams, Executive Director
State of Hawaii
Employees' Retirement System
201 Merchant Street, Suite 1400
Honolulu, Hawaii 96813

Dear Mr. Williams:

Thank you for permitting the City and County of Honolulu to summarize our efforts to comply with Act 87, SLH 2015. Our summary is as follows:

On September 13, 2017, staff from the City and County of Honolulu's Budget and Fiscal Services, Information Technology and Human Resources Departments (City team) met with staff from the Employees' Retirement System (ERS). The ERS staff identified eleven issues that must be addressed for the City to be in full compliance with Act 87/SLH 2015. Two issues were near resolution prior to the meeting and one of those issues has since been resolved.

Following the meeting with ERS staff, the City team has met to determine the changes that must be made to the City's payroll system and/or payroll process to effect the necessary changes. The City team is currently working on the changes necessary to comply with Act 87, SLH 2015 and has identified changes that may be particularly challenging to the current system and which may require alternative resolutions. Where appropriate, the City team is identifying alternatives that will be discussed with the ERS staff.

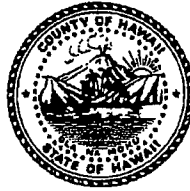
I want to thank your staff members who have been working on this project and presented the detailed information to the City team on the various issues. I want to assure you that the City is fully committed to working with the ERS to provide the data needed in a format helpful to the ERS. We understand that doing so will ultimately benefit our employees.

Sincerely,

A handwritten signature in black ink, appearing to read "Nelson H. Koyanagi, Jr.", is written over the typed name.

Nelson H. Koyanagi, Jr., Director
Budget and Fiscal Services

Harry Kim
Mayor



Deanna S. Sako
Director

County of Hawai'i

Finance Department

25 Aupuni Street, Suite 2103 • Hilo, Hawai'i 96720
(808) 961-8234 • Fax (808) 961-8569

November 28, 2017

To: Thomas Williams, Executive Director,
State of Hawai'i Employees' Retirement System

From: Deanna S. Sako, Director of Finance, County of Hawai'i

Subject: Act 87, SLH 2015 Report to the Legislature

Pursuant to your request dated October 25, 2017, we are submitting this memo to inform you of the County of Hawai'i's (County) progress towards compliance with the requirements under Act 87. As you are aware, the County's payroll system is based on a third party software package; and while we have invested substantial time and effort in the past to establish a report that would satisfy the reporting requirements, we are still unsuccessful.

Although the vendor has created a report for us to test, it does not fully comply with all requirements and requires additional work on the part of both the County and the vendor. We are in contact with the software vendor and your staff and hope to make additional progress in the upcoming months.

Harry Kim
Mayor



William V. Brilhante, Jr.
Acting Director of Human Resources

County of Hawai'i
Department of Human Resources

Aupuni Center • 101 Pauahi Street, Suite 2 • Hilo, Hawai'i 96720 • (808) 961-8361 • Fax (808) 961-8617
website: <http://hawaiicounty.gov/human-resources> e-mail: jobs@hawaiicounty.gov

November 30, 2017

To: Thomas Williams, Executive Director,
State of Hawai'i Employees' Retirement System

From: William V. Brilhante Jr., Acting Director of Human Resources

Subject: Act 87, SLH 2015 Report to the Legislature

Pursuant to your request dated October 25, 2017, we are submitting this memo to inform you of the County of Hawai'i's progress towards compliance with the requirements under Act 87. As you are aware, the County's personnel and payroll system is based on a third party software package; and while we have invested substantial time and effort, and have worked with ERS staff to establish a report that would comply with Act 87, we have been unsuccessful.

Our software vendor has been working on a personnel report, but there is continued concern as to whether they will be able to create a report that will comply with the requirements. In addition, after working with our vendor on this project for over eight years, in 2016 we were notified by ERS of changes in reporting requirements which now requires our vendor to rewrite the programming. We will continue to work with your staff and our vendor, and hope to make additional progress towards compliance.

Should you have any questions, please contact Dee Ann Sadayasu at 961-8361.



DEPARTMENT OF WATER SUPPLY • COUNTY OF HAWAII
345 KĒKŪANAO'A STREET, SUITE 20 • HILO, HAWAII 96720
TELEPHONE (808) 961-8050 • FAX (808) 961-8657

November 30, 2017

Mr. Thomas Williams, Executive Director
State of Hawaii Employees' Retirement System
201 Merchant Street, Suite 1400
Honolulu, HI 96813-2980

Dear Mr. Williams:

Subject: Act 87, SLH 2015 Report to the Legislature

In response to your letter dated October 25, 2017, the Department of Water Supply has been reviewing our process and methods of reporting payroll and personnel information to the ERS as required under Section 88-103.7.

We are currently working with the ERS and will be working with our software vendor to address the discrepancy issues during the next year.

Sincerely yours,

Marianne T. Panoff
Accountant IV

cc: Richard Sumada, Waterworks Controller
Candace Gray, Assistant Waterworks Controller

RECEIVED
EMPLOYEES' RETIREMENT
SYSTEM
STATE OF HAWAII
2017 DEC -4 AM 10:36

... Water, Our Most Precious Resource ... Ka Wai A Kāne ...

The Department of Water Supply is an Equal Opportunity provider and employer.

ALAN M. ARAKAWA
Mayor



DAVID J. UNDERWOOD
Director

CYNTHIA M. RAZO-PORTER
Deputy Director

COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES

200 S. HIGH STREET * WAILUKU, MAUI, HAWAII 96793-2155
PHONE (808) 270-7850 * FAX (808) 270-7969

Website: www.mauicounty.gov/departments/Personnel • Email: personnel.services@mauicounty.gov

November 30, 2017

Thomas Williams
Executive Director
State of Hawaii Employees' Retirement System
City Financial Tower
201 Merchant Street, Suite 1400
Honolulu, HI 96813

RECEIVED
EMPLOYEES RETIREMENT
SYSTEM
STATE OF HAWAII
2017 DEC -4 AM 10:38

Dear Mr. Williams:

RE: Act 87, SLH 2015 Report to the Legislature

We are in receipt of your communication requesting a summary of the progress our department has achieved in employer reporting of personnel and payroll information pursuant to Section 88-103.7.

Our department has been providing electronic reporting files for personnel information since 2010, and continue to provide these files each pay period. While we believe that we have addressed any identified discrepancies, we understand that the files are currently under review by your staff as they begin loading the data into your system. We will gladly work to resolve any issues that are identified during that process.

With regard to the reporting of payroll information, our payroll manager has contacted our current payroll vendor and discussed the steps needed to address the discrepancies of the payroll reporting files. She is in the process of providing information and samples to our current payroll vendor so a determination can be made as to the appropriate remediation steps.

In addition to those efforts, we are in the process of implementing a new integrated HR/Payroll system which will replace our existing systems and will be used for both the personnel and payroll reporting. We anticipate that this project will take approximately one year to complete. Our project team has reached out to your staff as part of this effort, and look forward to working with your staff as we develop the required reports in that new system.

Mr. Thomas Williams
November 30, 2017
Page 2

I hope this addresses your request. If you have any questions, please feel free to contact me at 270-7850.

Sincerely,

A handwritten signature in black ink, appearing to read 'DU', is positioned above the printed name and title.

DAVID UNDERWOOD
Director of Personnel Services

DJU

Bernard P. Carvalho, Jr.
Mayor

Janine M.Z. Rapozo
Director of Human Resources

Wallace G. Rezentes Jr.
Managing Director



Department of Human Resources
County of Kauai, State of Hawaii
4444 Rice Street, Suite 140, Lihue, Hawaii 96766
Tel (808) 241-4956 • Fax (808) 241-6593

December 1, 2017

RECEIVED
EMPLOYEES' RETIREMENT
SYSTEM
STATE OF HAWAII
2017 DEC -4 AM 10:30

Thomas Williams, Executive Director
State of Hawaii
Employees' Retirement System (ERS)
City Financial Tower
201 Merchant Street, Suite 1400
Honolulu, Hawaii 96813-2980

Dear Mr. Williams

Subject: Act 87, SLH 2015 Report to the Legislature

As required by Act 87, SLH 2015, we are providing a status report summarizing the progress that the County of Kauai, Department of Human Resources (DHR) has achieved to date in providing payroll and personnel information to the ERS as required under Section 88-103.7 (see attached).

We are grateful for the meeting held with your staff back in June of this past year and look forward to more dialogue in the coming year. Going forward, the DHR will continue to work with our software vendor to have our payroll/personnel system provide the necessary features that will accurately report the required information for our employees as well as work towards developing internal policies and procedures to bring our reporting system into full compliance.

If there are any questions, please contact Ken Villabrille at 241-4209 or Mabel Antonio at 241-4407.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janine M.Z. Rapozo".

Janine M.Z. Rapozo
Director of Human Resources

An Equal Opportunity Employer

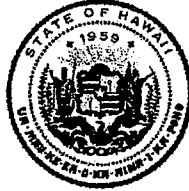
County of Kauai
ERS Status Report

Comments	Reporting by approved file format	Agencies Reported	Issues	Status
Import Process				
Work Report Process				
Demographic Information				
	Name Suffix Code	No	Invalid Name Suffix value.	Working with vendor to program another field replacement
	Employer Report Transaction - Regular (Positive) Report	No	Refer to detailed issues below.	
Employer Reporting Information	Employer Report Transaction - Adjustment Report	No	Adjustments must be processed manually. Manual or voided payments not reported in payroll file. Manual or voided checks not reported.	Working with Vendor to Include All Adjustments Paid in Payment Date to be included as Rec. Type "1" with the Correct Earning Period Start and End Dates. Test and dev. procedures on Voiding emp. Check and recreating ERS tape file and processing Manual check to be included in next pay check date as adjustments with rec type "1".
	Retirement Group	No	Erroneously reported for post-06/30/2012 members	Internal Procedure to check all Transfers, and re-class from contract to civil service status
	Retirement Class	No	Erroneously reported for post-06/30/2012 members	Internal Procedure to check all Transfers, and re-class from contract to civil service status
	Full Time Equivalence Percent	No		Internal Procedure to check all Transfers, and re-class from contract to civil service status
Employee Transaction Information	Contract Type	Yes		
	Pay Rate Code	No	Reportingsalaried employees as hourly employees	Working on new codes to pay less than semi-monthly and leave Pay Rate Code "SL"
	Pay Rate Code	No	Reportingsalaried employees as hourly employees	Working on new codes to pay less than semi-monthly and leave Pay Rate Code "SL"
	Number of Hours Worked	No	Reporting salaried employees as hourly employees	Working with vendor to not include Accrual Adjustments to Number of Hours Worked
	Standard Work Hours in Period	No	Reporting salaried employees as hourly employees	Working on new codes to pay less than semi-monthly and leave Pay Rate Code "SL"
	Pay Period End Date			
	Earning Period Start Date	No	Invalid dates.	Working with Vendor to create Adjustment Records with the Correct Earning Period Start Date
	Earning Period End Date	No	Missing dates must be entered by ERS.	Working with Vendor to create Adjustment Records with the Correct Earning Period Start Date
Payroll Transaction Information	Payment Date	Yes	Invalid dates.	
	Base Pay	No	Missing dates must be entered by ERS.	Need to check LWOP configuration in system, developing procedures for different situations and adjustments.
	Gross Pay Amount	No	LWOP reported with pay - must be manually corrected by ERS.	Need to check Gross Pay configurations with different situations and adjustments
	Regular Pay Amount	No	LWOP reported with pay - must be manually corrected by ERS.	Need to check LWOP configuration in system, developing procedures for different situations and adjustments.
ERS Contributions	Correctly reported	No	Workers' Compensation contributions erroneously reported as Addit ional rather than Regular. Must be manually adjusted by ERS.	Working with Vendor to correct this situation on WC persons changing contrib from ABT to DED but combining to the Normal Contribution field

County of Kauai
ERS Status Report

County of Kauai	Reporting by Approved file format	Accurately Reported?	Issues	Status
Pay Types	Vacation Pay Amount	No		Need to work with Vendor to send all after the fact WC amounts as adjustments rec. type "1" with the correct Earning Period Start and End Date.
	Workers' Compensation Pay Amount	No		
	Sabbatical Leave Pay Amount	No	Must accurately identify pay that should be non-eligible for post- 6/30/2012 employees. LWOP reported with pay - must be manually corrected by ERS.	Need to develop internal procedure to take out any Add Pay on employees on LWOP
	Other Pay Amount	No	Must accurately identify pay that should be non-eligible for post- 6/30/2012 employees.	Need to develop internal procedure to take out any Add Pay on employees on LWOP
	Differential Pay Amount Recurring	No	Must accurately identify pay that should be non-eligible for post- 6/30/2012 employees.	Need to develop internal procedure to take out any Add Pay on employees on LWOP
	Differential Pay Amount Non-recurring	No		
	Retroactive Pay Type	No	*note if we send adj.rec. this field will be blank	Need to test the system to use the Mass Retro Transactions feature of the system and work with the Vendor to program these transactions as Adjustments with Rec type "1" with the correct Pay Period Start and End Dates.
	Retroactive Pay Amount	No	*note if we send adj.rec. this field will be blank	Need to test the system to use the Mass Retro Transactions feature of the system and work with the Vendor to program these transactions as Adjustments with Rec type "1" with the correct Pay Period Start and End Dates.
	Excess Regular Pay Type	Yes		
	Excess Pay Amount	Yes		
	Miscellaneous Non-pay Amount Type	Yes		
	Miscellaneous Non-pay Amount	Yes		
	Straight-time Pay	Yes		
	Bargaining Unit	Yes		
	Warrant Distribution Code	Yes		

DAVID Y. IGE
GOVERNOR



CATHERINE PAYNE
CHAIRPERSON

STATE OF HAWAII
STATE PUBLIC CHARTER SCHOOL COMMISSION
<http://CharterCommission.Hawaii.Gov>
1111 Bishop Street, Suite 516, Honolulu, Hawaii 96813
Tel: (808) 586-3775 Fax: (808) 586-3776

DATE: December 1, 2017

TO: Thom Williams, Executive Director
Employee Retirement System

FROM: Sione Thompson, Executive Director
State Public Charter School Commission *ST*

SUBJECT: Act 87, SLH 2015 Report to the Legislature

The State Public Charter School Commission (Commission) would like to provide the Employee Retirement System (ERS) its status update on the employer reporting information requested under Act 87, SLH 2015.

As noted, in your memo dated October 25, 2017, the Commission appreciates the on-site meetings with all charter schools that have already been conducted to inform them of the issues that have raised concerns regarding personnel and payroll reporting files. The Commission would like to continue collaborating with the ERS to facilitate ongoing informational sessions. In addition, the Commission would like to facilitate any efforts that could provide more in-depth training to charter school personnel responsible for these functions and charter school governing boards, which serve as the employer of charter school personnel at each individual school.

Internally, the Commission has restructured personnel functions and has appointed a staff member to develop and document internal operational policies and procedures. The Commission will look to collaborate with the ERS, as well as other state agencies, on the development of these written policies and procedures.

Should you have any questions, please contact Mary Jane Munoz, Human Resources Specialist, at 586-3782.

The Commission appreciates the assistance of the ERS and looks forward continued cooperation and collaboration in the future.

RECEIVED
EMPLOYEES RETIREMENT
SYSTEM
STATE OF HAWAII
2017 DEC -6 PM 2:10



HAWAII HEALTH SYSTEMS
C O R P O R A T I O N
Quality Healthcare For All

November 14, 2017

P-0320

The Honorable Thomas Williams, Executive Director
Employees' Retirement System
City Financial Tower
201 Merchant Street, Suite 1400
Honolulu, HI 96813-2980

Dear Mr. Williams:

This is in response to your letter dated October 26, 2017 regarding Act 87, SLH 2015 Report to the Legislature. The Hawaii Health Systems Corporation (HHSC) payroll is processed through the Department of Accounting and General Services (DAGS) with the exception of workers' compensation payments. HHSC's workers' compensation payments are currently processed through Acclamation Insurance Management Services (AIMS), a third party administrator (TPA). DAGS is currently updating their payroll system and it is our understanding the Employees' Retirement System (ERS) payroll file layout is included with their update.

In regards to the workers' compensation payments, HHSC is working with our TPA to comply with Act 86, SLH 2015 Contributions for workers' compensation and Act 87, SLH 2015, Employer Reporting. Listed below is HHSC's plan of action for compliance.

- **Mandatory Contribution**
 - AIMS (TPA) to withhold mandatory contributions as applicable.
 1. Effective date of when to start withholding the contributions is to be determined. HHSC will notify ERS once date is confirmed.
 2. The ERS will handle the recovery of any deficient contributions directly with the employees for the periods prior to the effective date of when the withholding of the contributions starts.
 - AIMS (TPA) to transmit contributions to ERS per payment process provided by Jennifer Tanaka of your office (see attached).
- **Reporting Requirements**
 - ERS to provide an electronic version of the Payroll Information Template for HHSC to complete, including instructions on how to submit this file to a secure site.
 - HHSC to make payroll and personnel data available to ERS for all workers compensation claimant-employees from the effective date of Act 87, SLH 2015 (June 5, 2015), per the format provided by ERS in its May 31, 2017 meeting with HHSC and AIMS.

3675 KILAUEA AVENUE • HONOLULU, HAWAII 96816 • PHONE: (808) 733-4020 • FAX: (808) 733-4028

HILO • HONOKAA • KAU • KONA • KOHALA • WAIMEA • KAPAA • WAILUKU • KULA • LANAI • HONOLULU
www.hhsc.org <<http://www.hhsc.org>>

The Honorable Thomas Williams
November 14, 2017
Page 2

Thank you for working with us to comply with Act 86, SLH 2015 and Act 87, SLH 2015. If there are any questions, please contact Ms. Pua Uson at (808) 733- 4150 or Mr. Mark Hirokawa at (808) 733-4095.

Sincerely,

A handwritten signature in black ink, appearing to read "Juanita Lauti". The signature is fluid and cursive, with a large initial "J" and "L".

JUANITA LAUTI
Director of Human Resources

Attachment



UNIVERSITY
of HAWAI'I
SYSTEM

RECEIVED
EMPLOYEES' RETIREMENT
SYSTEM
STATE OF HAWAII

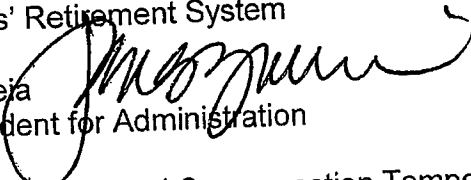
Jan S. Gouveia
Vice President for Administration

2017 DEC -1 PM 1:25

November 27, 2017

MEMORANDUM

TO: Thomas Williams, Executive Director
Employees' Retirement System

FROM: Jan Gouveia 
Vice President for Administration

SUBJECT: Status of UH Workers' Compensation Temporary Total/Partial
Disability Reports to ERS

The University of Hawai'i (UH) received your October 26, 2017 memo requesting a summary of the University's progress to address UH's workers' compensation (WC) pay information to ERS as required under Act 87, SLH 2015 by December 1, 2017.

The UH Office of Risk Management (ORM), System Office of Human Resources (OHR), and the University's WC provider, First Insurance (FICOH) have been working with ERS's Jennifer Tanaka since February 6, 2017, to gather the requested Workers' Compensation Temporary Disability/Temporary Partial Disability (WC TTD/TPD) payment data for all University employees and work on an ERS approved report format that will comply with Act 87, SLH 2015.

To ensure that the University is on the right track to provide the correct WC TTD/TPD data to ERS in an ERS approved report format, the University and ERS agreed that OHR would send the August 2017 WC TTD/TPD payment report to ERS for review and approval as a test of the University's WC TTD/TPD payment reporting process.

On November 9, 2017, OHR sent the August 2017 WC TTD/TPD payment report to ERS for review/approval. The ERS accepted the August report, but requested a change in the layout. The revised report layout was approved by ERS on November 20, 2017.

The University will submit the September and October 2017 reports to ERS in the approved report layout. Moving forward, the UH will submit the monthly reports on a

Thomas Williams, Executive Director
November 27, 2017
Page 2

timely basis. The report covering February 1, 2001 through July 31, 2017, is more complex and we hope to have it finalized and submitted in 2018.

The University will continue to work with ERS and First Insurance in 2018 to ensure that we will be in full compliance with Act 87, SLH 2015 before June 30, 2020.