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STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM

August 11, 2021

TO: State and County Department Heads

FROM: Thomas Williams, Executive Director
Employees' Retirement System 

SUBJECT: Personnel Action Transactions – Stop the Paper

The Employees' Retirement System (ERS) is requesting that all personnel offices who report their personnel transactions electronically no longer need to submit the paper transactions to ERS to comply with Act 87/SLH 2015.

Our Personnel Interface Files (PIF) captures the personnel transaction electronically and stores the information in our computer database. The ERS continuously reviews the PIF data reported to ensure validation requirements are met. The reduction of paper transactions will also help reduce the work activities of both ERS and your staff.

Please note the following exceptions:

1. Paper transactions are needed for those entities that do not yet have the capability to report electronically to the ERS.
2. Hard copies are still needed for the "Application For Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation" as our PIF is unable to capture this information at this time.

The ERS would like to thank your staff for complying with our requirements so we can better service your employees and our members.

Should you have any questions, please contact James Greubel, Retirement Benefits Branch Supervisor (808) 586-1619.



Employees' Retirement System
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