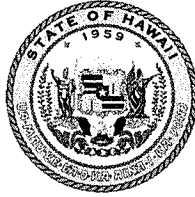


DAVID Y. IGE
GOVERNOR



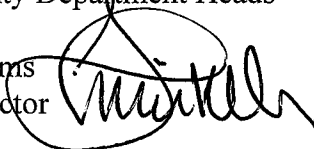
THOMAS WILLIAMS
EXECUTIVE DIRECTOR

KANOE MARGOL
DEPUTY EXECUTIVE DIRECTOR

STATE OF HAWAII
EMPLOYEES' RETIREMENT SYSTEM

July 23, 2021

TO: State and County Department Heads

FROM: Thomas Williams
Executive Director 

SUBJECT: Servicemen's Act – Update Procedures

The Employees' Retirement System (ERS) has updated its procedures applicable to employees returning from military deployment who are covered under the Servicemen's Act. This memo supersedes our memorandum dated May 30, 2012 and conforms employer payroll reporting with our new template.

Effective immediately, Employers will be responsible for the following:

- (1) Process the employee's request for military leave without pay (LWOP) based on the active-duty military orders.
- (2) Determine eligibility and calculate retirement contribution payment to the ERS upon the employee's return to work pursuant to Section 88-132, Hawaii Revised Statutes. This section allows the Employer to pay the retirement contributions for the employee as if the member had remained in continuous active service during the period of member's active-duty military service.
- (3) Complete the ERS Payroll Information Template (attached for your reference) with the following:
 - (a) Enter all applicable fields including contributions owed and salaries earned as if your employee remained in continuous service during the LWOP period on military leave.
 - (b) Include all applicable pay changes during the employee's leave.
 - (c) Enter the following information in the ERS Memo tab:



Employees' Retirement System
of the State of Hawaii

- Completed by:
- Department
- Phone Number
- Servicemen's Act – Member's name
- Employee's contribution
- Employer's contribution
- Payment date

(d) Insert PDF of military orders.

- (4) Submit the Payroll Information for the Employer and Employee contributions via Axway (electronic file) to the ERS within 30 days upon Employer's approval.

For more information regarding the Servicemen's Act, please visit our website at <http://ers.ehawaii.gov>.

Also, under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA); the employee may be eligible to purchase active-duty military service above the four (4) years allowed under the Servicemen's Act. The ERS requests the Departments to notify your employee for all LWOP due to military service after the four years to contact our office for possible acquisition.

The ERS will be responsible to process the retirement benefits based on what is reported by the Employer for their employee and our member. We will continue to work together to ensure the correct and accurate membership service is provided.

Should you need further assistance, please contact Lori Kobayashi, General Professional – Membership at (808) 586-1624 or Kanoë Margol, Deputy Executive Director at (808) 586-1702.

Enclosures

SAMPLE ERS PAYROLL TEMPLATE for SERVICEMEN'S ACT

- 1) Complete "Insert ERS Memo" tab
- 2) Then complete "Payroll Information Template"

A	B	C	D	E
<p>Please paste a copy of the email or fax from ERS requesting payroll information or complete the ERS staff information below. This will help ERS distribute your response to the appropriate parties. You may also add comments regarding the information you are providing.</p>				
ERS Staff Requestor:			Completed By:	Leilani Doe
Date Request Received:			Department:	Honolulu Fire Dept
			Phone No:	586-1735
<p>Insert email, fax, or add comments here:</p>				

Servicemen's Act: JOHN ALOHA
 Employee's Contribution: \$5856
 Employer's Contribution: \$2400
 Payment Date: 06/01/2021

Insert PDF of military orders or documentation for leave.

In addition, complete the payroll information template tab to provide ERS with the Member's pay and contributions for the periods of military leave,