



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
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January 9, 2019

TO: Departmental Human Resource Officers
County Personnel Officers

FROM: Derek M. Mizuno, Administrator 

SUBJECT: EUTF Enrollment Tips for Employers and Employees

From time to time, EUTF will be sharing enrollment tips concerning enrollment in the EUTF plans to assist employers and/or employees. Topics in this memo include: EUTF Administrative Rule Change Reminder, Employee Address Changes and Departmental Human Resource Officers (HRO) and County Personnel Officers Training Classes.

Please share with your employees the EUTF Administrative Rule Change Reminder and Employee Address Changes.

Administrative Rule Change Reminder

The following Administrative Rule changes took effect October 2018:

- The time requirement for submission of enrollment forms and supporting documents is 45 days from the date of the event (previously it was 30 days for enrollment forms and 60 days for supporting documents). Exceptions are 1) birth (180 days), 2) retirement and surviving spouse, partner or child who become eligible due to the death of the employee or retiree (60 days), and 3) termination of employment (30 days).
- Active employees and retirees have 60 days (previously it was 30 days) to make payment of back and current premiums to be reinstated into plans after cancellation due to non-payment provided they have not been cancelled for non-payment within twelve (12) months of the date of the notice of cancellation.

Employee Address Changes

Please continue to submit employee address changes to the EUTF using the Active Employee Address Change Form or the EC-1/EC-1H form. Address changes entered into the HawaiiPay System are not transmitted to the EUTF.

EUTF's Mission: We care for the health and well being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide informed service that is excellent, courteous, and compassionate.

Departmental Human Resource Officers (HRO) and County Personnel Officers Training Workshops

EUTF is conducting a series of training workshops for HROs and County Personnel Officers on topics such as understanding your EUTF health benefits, common qualifying events, dependent eligibility, leave without pay (LWOP), student recertification, and health premium deductions, shortages and cancellations. Sign-up for part two of our series which will cover:

- **2018 EUTF Administrative Rule Changes**
- **Qualifying Life Events – New Hire and Birth**

To register, email eutf.outreach@hawaii.gov. Space is limited and on a first come, first served basis.

Date	Island	Location	Time
01/22/2019	Oahu	EUTF Office 201 Merchant Street, Suite 1700	9:00 - 9:45 am, 1:30 - 2:15 pm
01/23/2019	All	Webinar	9:00 - 9:45 am, 1:30 - 2:15 pm
01/24/2019	Oahu	EUTF Office 201 Merchant Street, Suite 1700	9:00 - 9:45 am, 1:30 - 2:15 pm
01/25/2019	All	Webinar	9:00 - 9:45 am, 1:30 - 2:15 pm

How to Access the Webinar

- 1) Go to eutf.hawaii.gov
- 2) Select “Learning Center” on menu bar
- 3) Click on “Webinars”
- 4) Select the desired webinar