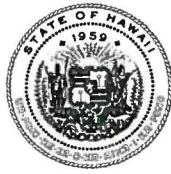


DAVID Y. IGE  
GOVERNOR



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**  
201 MERCHANT STREET, SUITE 1700  
HONOLULU, HAWAII 96813  
Oahu (808) 586-7390  
Toll Free 1(800) 295-0089  
www.eutf.hawaii.gov

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DONNA A. TONAKI

June 25, 2020

**FOR EMPLOYERS ONLY**

TO: Departmental Human Resource Officers  
County Personnel Officers

FROM: Derek M. Mizuno, Administrator

SUBJECT: EUTF Enrollment Tips

From time to time, EUTF will be sharing enrollment tips to assist employers and/or employees.

**Scheduled Appointments (correction to the Holomua Summer 2020 article)**

Until further notice, all scheduled appointments and walk-in services are suspended. EUTF continues to assist members by phone at (808) 586-7390 or toll-free 1 (800) 295-0089, or for general questions you may email us at eutf@hawaii.gov. Member specific enrollment and/or benefit questions will not be answered via the EUTF email due to HIPAA privacy concerns. The EUTF email does not accept attachments. Members can visit the EUTF website at eutf.hawaii.gov for more information about eligibility and benefits.

**Employment and Supporting Documents Reminder**

Notify EUTF immediately following an employee's termination, especially if the employee is retiring. Timely termination will result in timely enrollment of an EUTF retiree and receipt of reimbursements and subsidies from Medicare and pharmaceutical manufacturers. Additionally, for state & City & County of Honolulu (C&C) employees, timely termination avoids health premium deductions from the former employees lagged payroll (e.g. termination on June 30 but deductions continue on the July 20-state or July 15-C&C paycheck).

Employees must submit their supporting documents (e.g. marriage certificate, birth certificate, letter from insurance carriers, full-time student certifications, divorce decree, etc.) with their EC-1/EC-1H forms within 45 days of the qualifying life event except 180 days for birth. If the supporting documents are not submitted timely, the employees' enrollment/change will be rejected.

**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.

**Pre-Retirement Health Benefits Webinars**

Attend a Pre-Retirement Health Benefits Webinar and learn about how to apply for EUTF retiree health insurance benefits. It’s never too early to start planning for your future. Whether you plan to retire in a few months or a few years from now, join us for a 60-minute presentation to learn about applying for your EUTF retiree health insurance benefits. Topics covered will include:

- Dependent eligibility
- Health plan options
- Medicare
- Differences between active employee and retiree plan
- Completing the EC-2 enrollment form
- Premiums and contributions
- Making changes to your plans

**Schedule of Webinars**

Date	Time
7/13/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm
7/17/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm
8/4/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm
8/20/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm
9/2/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm
9/10/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm
10/5/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm
10/14/2020	11:00 – 12:00 pm, 12:30 – 1:30 pm

No reservations are required to attend the webinars. Attendees must attend the workshops on their own time.

To access the webinar, go to [eutf.hawaii.gov](http://eutf.hawaii.gov), select “Learning Center” in the menu bar, click the “Webinar” box, the “Pre-Retirement Workshops” box and select the desired webinar.