



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
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May 28, 2021

FOR DISTRIBUTION TO EMPLOYEES

TO: Departmental Human Resource Officers
County Personnel Officers

FROM: Derek M. Mizuno, Administrator 

SUBJECT: EUTF Enrollment Tips for Employees

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

EUTF's New Benefit Administration System

As a reminder, EUTF will be launching a new Benefits Administration System (BAS) in early 2022. The new BAS will have self-service capabilities for members to review their health benefit enrollment and premiums, make open enrollment and life event changes including uploading of supporting documents. The member self-service capabilities will eliminate the need for employers to certify EC-1/EC-1H forms, reducing the time between submission of the request and notification of the insurance carriers. Look for more information later this year.

Change of Address

If county employees or State of Hawaii employees not included in the Executive Branch, University of Hawaii (UH) or Hawaii Health Systems Corporation (HHSC) move or change addresses, you must notify the EUTF. Go to the website at eutf.hawaii.gov, select *Forms*, *Active Employees*, and select the "Address Change Form for Employees". Complete and submit the form to your employer or EUTF designee. You may also contact the EUTF at 808-586-7390 or toll free at 1-800-295-0089 to request that an "Active Employee Address Change Form" be mailed to you. **State of Hawaii Executive Branch, UH or HHSC employees must update their personal address using the Hawaii Information Portal (HIP).**

EUTF Pre-Retirement Health Benefits Workshops

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

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.

Schedule of Webinars

Date	Time
6/10/2021	10:00 – 11:00am, 11:30am – 12:30pm
6/22/2021	
7/7/2021	
7/22/2021	
8/10/2021	
8/25/2021	
9/2/2021	
9/16/2021	

To access the webinar, go to eutf.hawaii.gov on the day of the event and select “*Learning Center*” in the menu bar. Click the “*Webinar*” button and select the desired webinar. Registration is not required.