



August 22, 2007

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 07-09

TO: Vice Presidents
Chancellors
Senior Management Team
Executive Administrator and Secretary of the Board of Regents

FROM: David McClain
President *David McClain*

SUBJECT: New and Revised Administrative Procedures

Personnel and/or Administrative Officers have been informed of the availability of the following Administrative Procedures (AP) on the World Wide Web (WWW) in Adobe/Acrobat format. Those units that do not have access to the WWW may contact their respective Personnel/Administrative Officer for a hard copy.

(Revised) A9.030 Federal and State Posting Requirements

The AP has been revised to reflect updated poster requirements as well the websites to obtain the posters.

(New) A9.365 Special Benefits for ERS Members on Military Leave Without Pay

This is a new AP to set forth University procedures for the payment of retirement contributions by the employer on behalf of eligible employees who are on active military duty, placed on leave without pay-military, and a member of the State Employees' Retirement System (ERS) Contributory or Hybrid Retirement Plan, pursuant to the Servicemen's Act.

(New) A9.700 ERS Service Credit for Previous Military Service

This is a new AP to prescribe University procedures for eligible employees to acquire military service credit with the State Employees' Retirement System (ERS).

If you have any questions, please contact Diane Ho <email: dho@hawaii.edu>.

Attachments