

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Suspense: 8/22/17

Subject: Pre-Retirement Workshop – Kauai

Originator: W. Ikemori/6-4971
PERS/TS

To: DAs/EDIR

From: PERS

Date: 08/16/17 Memo No. 1

The Department of Human Resources Development (DHRD) offers all employees a State Pre-Retirement series of videos in their on-demand learning library. These videos provide an overview of the typical state retirement process. We encourage all employees contemplating retirement to utilize the free on-demand resources that can be viewed from the comfort of one's work computer (see attachment). However, for departmental employees without access to a computer, the State has been invited to the County of Kauai's pre-retirement workshop event.

SCHEDULE: Date: Thursday, September 7, 2017
Time: 8:00 a.m. – 4:30 p.m. (registration 7:30 a.m.)
Place: Kauai War Memorial Convention Hall

REGISTRATION: Please follow appropriate division training authorization protocols and submit a prioritized list of nominees on a DHS 104 (Training Request Form) to PERS/TS. Please note that Kauai County will not accept phoned-in requests, late enrollments, and any state employee whose name is not on the official class roster.

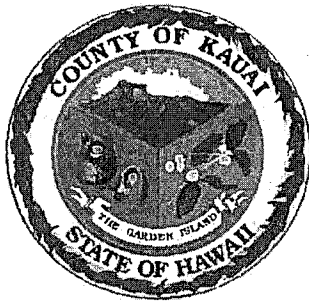
COST: None / Lunch is on your own.

The Kauai War Memorial Convention Hall in Lihue is accessible to persons with disabilities. Please direct any requests for reasonable accommodation (e.g., ASL Interpreter, materials in alternate formats) to Pualani R. Belmonte at 808-241-4959 or email to pbelmonte@kauai.gov., no later than five calendar days prior to the suspense date listed above. Those who have questions concerning registration procedures, please contact Pauline Chun at 586-4970/586-4959 (TTY).



PERS

Attachments

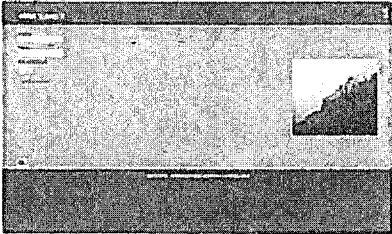
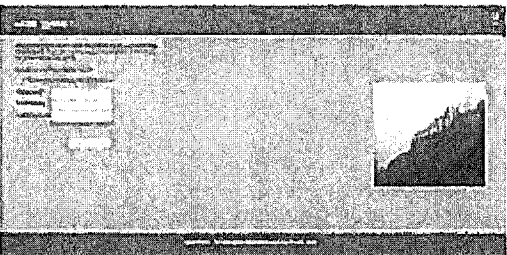
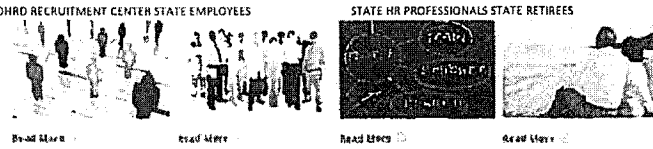


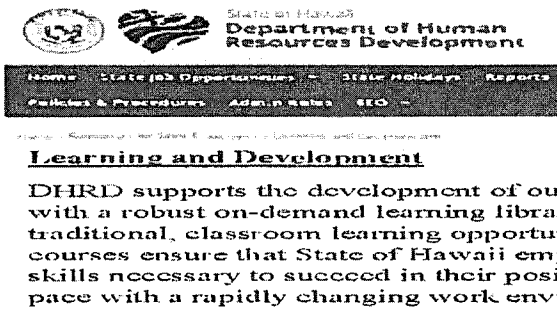
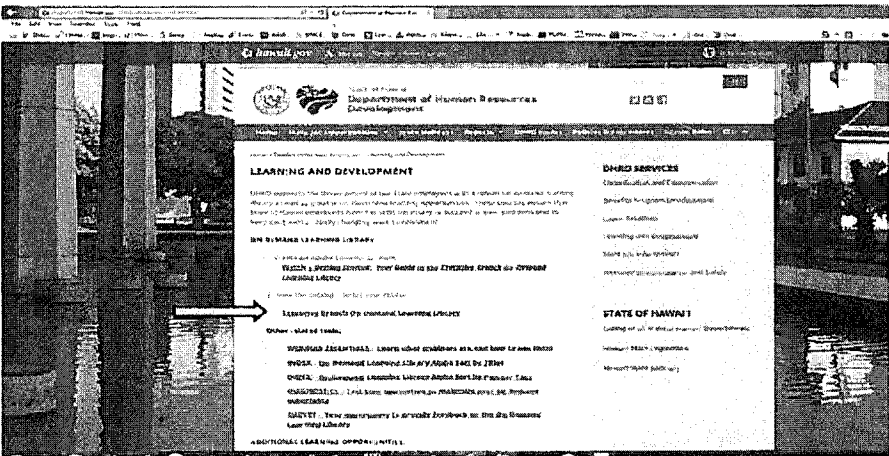
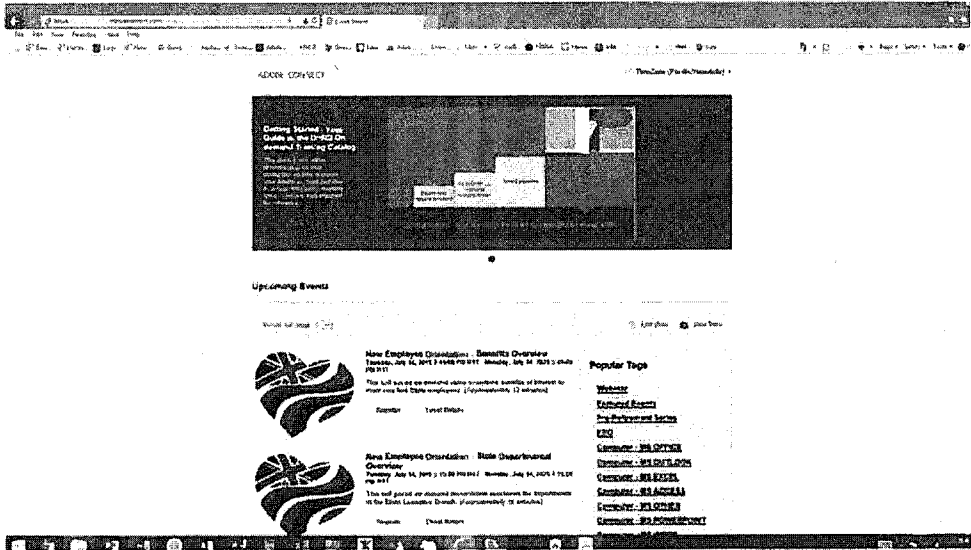
COUNTY OF KAUAI

PRE-RETIREMENT WORKSHOP
KAUAI WAR MEMORIAL CONVENTION HALL

Thursday, September 7, 2017

7:30 a.m. - 8:00 a.m.	REGISTRATION & COFFEE
8:00 a.m. - 8:15 a.m.	WELCOME REMARKS Managing Director, Wallace G. Rezendes Jr.
8:15 a.m. - 9:00 a.m.	ESTATE PLANNING Ms. Cynthia Hannah-White, Attorney-at-Law
9:00 a.m. - 9:10 a.m.	Break
9:10 a.m. - 10:40 a.m.	SOCIAL SECURITY ADMINISTRATION Ms. Jane Burigsay
10:40 a.m. - 10:50 a.m.	Break
10:50 a.m. - 12:05 p.m.	EMPLOYEES' RETIREMENT SYSTEM Ms. Sheri Kunioka-Volz & Mr. Kenneth Kimura
12:05 p.m. - 1:05 p.m.	LUNCH (on your own)
1:05 p.m. - 2:35 p.m.	HAWAII EMPLOYER-UNION TRUST FUND (EUTF) Mr. Kali Puuohau
2:35 p.m. - 2:45 p.m.	Break
2:45 p.m. - 3:45 p.m.	DEFERRED COMPENSATION Mr. Peter Eddy, Plan Consultant, Prudential Retirement
3:45 p.m. - 4:30 p.m.	PRUDENTIAL RETIREMENT CONSULTANTS (Time for Individual Questions and Answers)

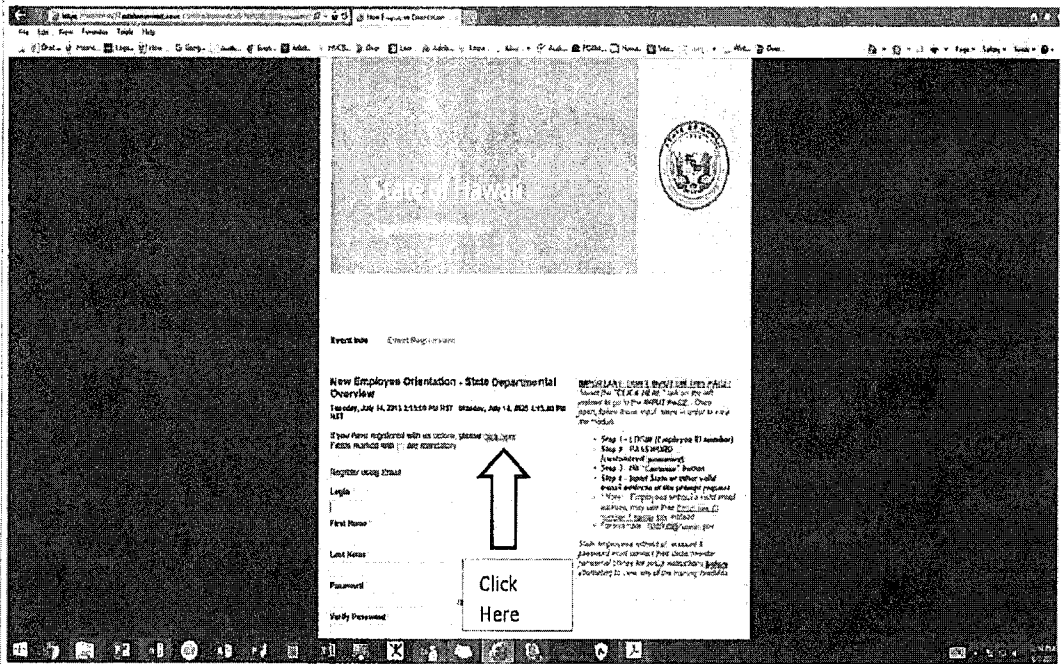
ACTION	RESOURCE
<p>Obtain your 6-digit Employee ID number</p>	<p>See: Employee Personnel Action(s) report (EPAR)</p> <ul style="list-style-type: none"> - Contact personnel office for help if needed
<p>Step. 1 - Create Adobe Account password</p>	<p>Using an internet browser (internet explorer, google, etc.) type in URL address: hidhrd.adobeconnect.com</p> <p>Username = 6 digit Employee ID number</p> <p>Password = password (or input your Adobe Connect password if already established)</p> 
<p>Create a permanent password</p> <p><i>*Skip this step if you already have a personal password</i></p>	<p>Old password = password</p> <p>New password = (creation of your choice)</p> <p>Re-type new password</p> 
<p>Once you have setup your Adobe Connect account, go to the DHRD website: DHRD.hawaii.gov</p>	<p>Dhrd.hawaii.gov —view bottom of homepage — click on STATE EMPLOYEES to access DHRD Learning & Development webpage</p> 

ACTION	RESOURCE
<p>Click on the Learning and Development link to open resource page</p>	 <p>The screenshot shows the Department of Human Resources Development website. At the top, there are navigation links: Home, State Job Opportunities, State Holiday, Reports, Policies & Procedures, Admin Info, and CEO. Below this is the 'Learning and Development' section, which states: 'DHRD supports the development of our State employees with a robust on-demand learning library as well as traditional, classroom learning opportunities. These courses ensure that State of Hawaii employees have the skills necessary to succeed in their positions and to keep pace with a rapidly changing work environment.'</p>
<p>Click on # 1. Watch – Getting Started for helpful navigation and registration instructions on using the Learning Library</p> <p>Click on # 2. Executive Branch On-Demand Learning Library to view the offerings</p>	 <p>This screenshot shows a closer view of the 'LEARNING AND DEVELOPMENT' page. An arrow points to the link 'EXECUTIVE BRANCH ON-DEMAND LEARNING LIBRARY' under the 'ON-DEMAND LEARNING LIBRARY' section. Other links visible include 'WATCH A SHORT VIDEO: GET STARTED ON THE EXECUTIVE BRANCH ON-DEMAND LEARNING LIBRARY' and 'ADDITIONAL LEARNING OPPORTUNITIES'.</p>
<p>Event/Learning Library</p> <p>Go to right side column: Popular Tags – click to select subject heading for courses</p>	 <p>This screenshot shows the 'Upcoming Events' and 'Popular Tags' sections of the Learning Library. Under 'Upcoming Events', there are two entries for 'New Employee Orientation - Benefits Overview' with dates and times. The 'Popular Tags' section on the right lists various subject headings such as 'Cultural Events', 'Professional Series', 'CEO', 'Executive - HR OFFICE', 'Executive - HR DIVISION', 'Executive - HR SERVICES', 'Executive - HR SUPPORT', and 'Executive - HR TRAINING'.</p>

ACTION

Skip this front page
By selecting the "Click Here" line

RESOURCE



Register on this Page

Login = 6 digit Employee ID number

Password = Adobe Connect personal password

Hit Continue to view

(Input valid state email address if it's requested)

