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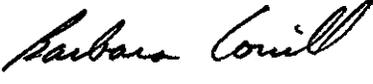
P.O. BOX 2121
HONOLULU, HAWAII 96805-2121
Oahu (808) 586-7390
Toll Free 1(800) 295-0089
www.eutf.hawaii.gov

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ADMINISTRATOR
BARBARA CORIELL

August 29, 2011

TO: State and County Personnel Directors

FROM: Barbara Coriell, Administrator 

SUBJECT: DPO Open Enrollment Informational/Training Sessions

Attached is the Departmental Personnel Officer open enrollment informational/training session schedule. Please disseminate this schedule to the appropriate staff/department/agencies for their attendance.

UH has kindly agreed to let us use their registration system to sign up for the sessions so that we don't end up with too many people attending and not enough seating. So, please follow the instructions below to register for the sessions.

The training schedule can be found at <http://www.pers.hawaii.edu/training/train-ohr.asp>. You may register for a session by clicking on the appropriate title. Just because you register, doesn't mean you are confirmed. If you are confirmed, you will later receive a confirmation email. It is not done automatically as UH will manually confirm and send email notification. If you do not receive this confirmation email, you should not assume you will have a seat. If/when confirmed seating reaches the capacity numbers that we have set, you will be registering to be placed on a waitlist, which you should be aware of as a notification becomes apparent as you try to register.

The specific links to each of the different sessions are:

Maui College (September 30) -

<http://www.pers.hawaii.edu/training/course.asp?CRN=554&SessionKey=1413>

Seating capacity = 65

Kaua'i CC (September 26) -

<http://www.pers.hawaii.edu/training/course.asp?CRN=553&SessionKey=1412>

Seating capacity = 70

UH Hilo (September 28) -

<http://www.pers.hawaii.edu/training/course.asp?CRN=552&SessionKey=1411>

Seating capacity = 120

UH Mānoa (September 27) -

<http://www.pers.hawaii.edu/training/course.asp?CRN=546&SessionKey=1405>

Seating capacity = 190

UH Mānoa (September 29) -

<http://www.pers.hawaii.edu/training/course.asp?CRN=547&SessionKey=1406>

Seating capacity = 190

Each registration deadline is set to close one week prior to the session. You will no longer be able to register from that date.

UH does have capabilities of sending a reminder email, but you must input an email address. It is also pertinent that you type correctly or you will never receive them. Emails will be coming from uh-ohrtrain-l@lists.hawaii.edu so you may want to adjust any "junk mail" filters you may have.

Parking at University of Hawai'i at Mānoa:

Parking at UH Mānoa is limited and employees are encouraged to carpool. Employees using a State vehicle may park at no charge in any white stall on campus. Employees using their personal vehicle may park in the Lower Campus and Dole Street parking structures and in the green color Pay-to-Park visitor stalls located in parking lots mauka of Dole Street. The campus parking structures charge a flat rate fee of \$4.00 payable in advance at the entry kiosks. Visitors using the Pay-to-Park green stalls need to use the automated pay stations located at that lot.

These pay stations accept MasterCard & Visa and cash - quarters, dollar coins, \$1, \$5, and \$10 bills and require a fee of \$2.00 per half hour up to a maximum of \$16.00. The pay station issues a permit ticket that must be displayed on the dashboard of the vehicle showing the time until which the visitor has paid. More information can be found at <http://www.hawaii.edu/parking/>. More specifically, parking maps can be found at <http://www.hawaii.edu/parking/maps.html>

UH – Hilo:

Daily parking is \$3 and limited. Visitors must buy a daily parking pass, which is good in all lots, from the Parking Office, the Main Entrance kiosk on Kawili Street, or at the Zone 6 Lanikaula Street entrance. Short term visits will be available if the pass is returned within 1/2 hour from the time of purchase. Employees in State vehicles may park at no charge in any regular marked stall. Parking Map:

http://hilo.hawaii.edu/auxsvc/parking/images/main_campus_parking_map.png.

Parking at Kaua'i Community College and Maui College is limited but at no charge.

Also, for your information, we plan to distribute the Reference Guides on or about September 28, 2011 in hard copy and/or electronic format. We will be contacting you next month to confirm the appropriate address for the hard copy drop off. Those departments or agencies on Oahu who ordered a relatively small number of hard copies will be asked to send someone to EUTF to pick up the hard copies. Neighbor Island counties and colleges will have their hard copies mailed in bulk.

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Additionally, we would appreciate it if you would inform all staff that our schedule of open enrollment sessions *for employees* is posted at EUTF's website at eutf.hawaii.gov. We also attached a copy for your information. In case it takes a while for you to distribute the Reference Guides, employees can check the dates/times/places for the open enrollment sessions. Open Enrollment is from October 3rd through October 21st. Any plan changes made will be effective January 1, 2012.

If you have any questions, feel free to email our Member Services Branch Manager, Nicole Wong, at eutf@hawaii.gov.

Thank you for your continued assistance.

Attachments: DPO OE Training Schedule
OE Schedule for Actives

Schedule of Open Enrollment Training for Department Personnel Officers

Schedule for Department Personnel Officers

Date	Location	Room	Time
Sep. 26	Kaua'i Community College	OCET Room 106 C&D	10:00am -- 12:00pm
Sep. 27	University of Hawaii at Manoa	Kuykendall Auditorium	2:00pm -- 4:00pm
Sep. 28	University of Hawaii at Hilo	Campus Center Room 301	12:00pm -- 2:00pm
Sep. 29	University of Hawaii at Manoa	Kuykendall Auditorium	1:00pm -- 3:00pm
Sep. 30	University of Hawaii Maui College	Kalama 103	10:00am -- 12:00pm

Training Locations

HAWAII - HILO

University of Hawaii at Hilo
 Campus Center Room 301
 200 W. Kawili Street
 Hilo, HI 96720

KAUAI

Kaua'i Community College
 Office of Continuing Education and Training (OCET) Room 106 C&D
 3-1901 Kaumuali'i Highway
 Lihu'e, HI 96766

MAUI

University of Hawaii Maui College
 Kalama 103
 310 Ka'ahumanu Avenue
 Kahului, HI 96732

OAHU

University of Hawaii at Manoa
 Kuykendall Auditorium
 2445 Campus Road
 Honolulu, HI 96822

Schedule of Open Enrollment Informational Session for Active Employees

Schedule for Actives			
Date	Location	Room	Time *
Oct. 3	Hilo	Aunt Sally's Lu'au Hale	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 4	Maui	Kahului Community Center	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 5	Pearl City	Pearl City High School Café	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 6	Kaneohe	Castle High School Café	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 7	Kona	Old Kona Airport	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 10	Lanai	Lanai Community Center	4:00pm - 5:30pm
Oct. 11	Kauai	War Memorial Convention Center	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 12	State Capitol	State Capitol Auditorium	10:30am - 12:00pm, 2:45pm - 4:15pm
Oct. 13	Maui	Kahului Community Center	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 14	University of Hawaii at Manoa	U.H. Kuykendall Auditorium	11:00am - 12:30pm, 2:45pm - 4:15pm
Oct. 17	State Capitol	State Capitol Auditorium	10:30am - 12:00pm, 2:45pm - 4:15pm
Oct. 18	Kapolei	Kapolei Hale Conference Rooms A & B	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 19	Molokai	Mitchell Pauole Community Center	4:00pm - 5:30pm
Oct. 20	Kapolei	Kapolei Hale Conference Rooms A & B	1:30pm - 3:00pm, 4:00pm - 5:30pm
Oct. 21	State Capitol	State Capitol Auditorium	10:00am - 11:30am, 12:30pm - 2:00pm

* Informational Session presentation to start promptly at the designated start time.

Informational Session Locations

MAUI

Kahului Community Center
275 Uhu Street
Kahului, HI 96732

OAHU

Pearl City High School Café
2100 Hookiekie Street
Pearl City, HI 96822

KAUAI

War Memorial Convention Center
4191 Hardy Street
Lihue, HI 96766

Castle High School Café
45-386 Kaneohe Bay Drive
Kaneohe, HI 96744

LANAI

Lanai Community Center
8th Street
Lanai City, HI 96763

State Capitol Auditorium
415 South Beretania Street
Honolulu, HI 96813

HAWAII - HILO

Aunt Sally's Lu'au Hale
799 Piilani Street
Hilo, HI 96720

U.H. Kuykendall Auditorium
2445 Campus Road
Honolulu, HI 96822

HAWAII - KONA

Old Kona Airport
75-5530 Kuakini Highway
Kailua-Kona, HI 96740

Kapolei Hale Conference Rooms A & B
1000 Uluohia Street
Kapolei, HI 96707

MOLOKAI

Mitchell Pauole Community Center
90 Ainoa Street
Kaunakakai, HI 96748