

EMPLOYER: Executive Branch, Legislature (House, Senate and Legislative Service Agencies), Office of Hawaiian Affairs (OHA), Hawaii Health Systems Corporation (HHSC) including all hospitals

| Event | Notes | Submit an EC-1 Form? |
|---|---|--|
| New Hires AND Transfer-in from a non-State employer* (Change in Public Employer) | Employer to create a new hire record in the BAS by using the “Add Participant Tool”. Employee is then mailed by the BAS an Invite to Enroll letter and employee can enroll through the Member Portal. OR Employee to submit an EC-1 Form via employer. | No Yes, at the choice of the employee or if you receive error message “SSN: Member already belongs to the organization that you are trying to add to” when using Add Participant. |
| Transfers within the State | <u>Transfers within the Executive Branch:</u> Weekly file from HIP is uploaded into the BAS and the employee's employment information (e.g., department, BU, security) is updated in the BAS. <u>All other Transfer-INS should be submitted via EC-1 form.</u> | No Yes (qualifying event is transfer-in). |
| Terminations AND Transfer-outs | Weekly file from HIP is uploaded into the BAS and the employee is terminated in the BAS. | No, unless you are reporting a termination/transfer-out more than 30 days after the event. Yes, if termination/transfer-out was not electronically updated in HIP. |
| Employee Demographic Updates (name, gender, BU, address change) | Weekly file from HIP is uploaded into the BAS and the employee's demographic information is updated in the BAS. | No |
| Dependent Demographic Updates | This information is not captured via HRIS file. | Yes |
| All other Qualifying events (e.g. Marriage, Birth, Divorce, etc.) | Employee triggers a Qualifying Event via the Member Portal. OR Employee to submit an EC-1 Form via employer. | No Yes |

* For the purpose of Transfers and Change in Public Employer, employers are defined as:

- State of Hawai'i (including Executive Branch, Legislature, OHA, HHSC, Judiciary, DOE, UH, and all Charter Schools)
- City and County of Honolulu (including Board of Water Supply and HART)
- County of Hawai'i (including Department of Water Supply)
- County of Kaua'i (including Department of Water Supply)
- County of Maui

EMPLOYER: University of Hawai‘i (UH), Department of Education (DOE), Judiciary, Charter Schools

| Event | Notes | Submit an EC-1 Form? |
|---|---|--|
| New Hires, Transfer-in from a non-State employer* (Change in Public Employer) AND Transfer-in from another State Department | HRIS file is uploaded into the BAS by the employer and a new hire record is created. Employee is then mailed by the BAS an Invite to Enroll letter and employee can enroll through the Member Portal. OR Employee to submit an EC-1 Form via employer. | No Yes |
| Terminations, Transfer-out to Another State Department AND Transfer-out to a non-State employer* (Change in Public Employer) | HRIS file is uploaded into the BAS by the employer and the employee is terminated in the BAS. | No, unless you are reporting a termination/transfer-out more than 30 days after the event. Yes, if termination/transfer-out was not electronically updated. (Exception – Yes for transfers to Charter Schools to ensure continuous coverage) |
| Employee Demographic Updates (name, gender, BU, address change) | HRIS file is uploaded into the BAS by the employer and the employee’s demographic information is updated in the BAS. | No |
| Dependent Demographic Updates | This information is not captured via HRIS file. | Yes |
| All other Qualifying events (e.g. Marriage, Birth, Divorce, etc.) | Employee triggers a Qualifying Event via the Member Portal. OR Employee to submit an EC-1 Form via employer. | No Yes |

* For the purpose of Transfers and Change in Public Employer, employers are defined as:

- State of Hawai‘i (including Executive Branch, Legislature, OHA, HHSC, Judiciary, DOE, UH, and all Charter Schools)
- City and County of Honolulu (including Board of Water Supply and HART)
- County of Hawai‘i (including Department of Water Supply)
- County of Kaua‘i (including Department of Water Supply)
- County of Maui

EMPLOYER: City and County of Honolulu, County of Maui, and County of Kaua'i****

| Event | Notes | Submit an EC-1 Form? |
|---|--|--|
| New Hires AND Transfer-in from a different employer* (Change in Public Employer) | HRIS file is uploaded into the BAS by the employer and a new hire record is created. Employee is then mailed by the BAS an Invite to Enroll and employee can enroll through the Member Portal. OR Employee to submit an EC-1 Form via employer. | No Yes |
| Transfers within CCHON, within County of Maui, or within County of Kaua'i | HRIS file is uploaded into the BAS by the employer and the employee's employment information (e.g., department, BU, security) is updated in the BAS. | No |
| Terminations AND Transfer-out to a different employer* (Change in Public Employer) | HRIS file is uploaded into the BAS by the employer and the employee is terminated in the BAS. | No, unless you are reporting a termination/transfer-out more than 30 days after the event. Yes, if termination/transfer-out was not electronically updated. |
| Employee Demographic Updates (name, gender, BU, address change) | HRIS file is uploaded into the BAS by the employer and the employee's demographic information is updated in the BAS. | No |
| Dependent Demographic Updates | This information is not captured via HRIS file. | Yes |
| All other Qualifying events (e.g. Marriage, Birth, Divorce, etc.) | Employee triggers a Qualifying Event via the Member Portal. OR Employee to submit an EC-1 Form via employer. | No Yes |

* For the purpose of Transfers and Change in Public Employer, employers are defined as:

- State of Hawai'i (including Executive Branch, Legislature, OHA, HHSC, Judiciary, DOE, UH, and all Charter Schools)
- City and County of Honolulu (including Board of Water Supply and HART)
- County of Hawai'i (including Department of Water Supply)
- County of Kaua'i (including Department of Water Supply)
- County of Maui

** EC-1 forms must be submitted in all scenarios for Kaua'i Department of Water Supply and Honolulu Authority for Rapid Transportation until further notice.

EMPLOYER: County of Hawai'i

| Event | Notes | Submit an EC-1 Form? |
|--|--|---------------------------------------|
| <p>New Hires AND Transfer-in from a different employer* (Change in Public Employer)</p> | <p>Employer to create a new hire record in the BAS by using the “Add Participant Tool”. Employee is then mailed by the BAS an Invite to Enroll and employee can enroll through the Member Portal. OR Employee to submit an EC-1 Form.</p> | <p>No Yes</p> |
| <p>Employee Demographic Updates (name, gender, BU, address change)</p> | <p>None</p> | <p>Yes or Change of Address form.</p> |
| <p>All other changes (e.g. Transfers within County, Marriage, Birth, Divorce, etc.)</p> | <p>Employee triggers a Qualifying Event via the Member Portal. OR Employee to submit an EC-1 Form via employer.</p> | <p>No Yes</p> |
| <p>* For the purpose of Transfers and Change in Public Employer, employers are defined as:</p> <ul style="list-style-type: none"> ● State of Hawai'i (including Executive Branch, Legislature, OHA, HHSC, Judiciary, DOE, UH, and all Charter Schools) ● City and County of Honolulu (including Board of Water Supply and HART) ● County of Hawai'i (including Department of Water Supply) ● County of Kaua'i (including Department of Water Supply) ● County of Maui | | |