

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

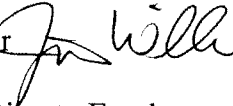
P.O. BOX 2121
HONOLULU, HAWAII 96805-2121
Oahu (808) 586-7390
Toll Free 1(800) 295-0089
www.eutf.hawaii.gov

BOARD OF TRUSTEES
GEORGE KAHOOHANOHANO, CHAIRPERSON
GUY S. FUJIO, VICE-CHAIRPERSON
STANLEY T. SHIRAKI, SECRETARY-TREASURER
BARBARA. ANNIS
RONALD BOYER
DARWIN CHING
CARL J. DAEUFER
ELIZABETH C. HO
MARIE C. LADERTA
JOHN H. RADCLIFFE

ADMINISTRATOR
JAMES WILLIAMS

November 4, 2009

TO: Department Heads
Department Personnel Officers
County Personnel Officers
Employee Organizations

FROM: Jim Williams, Administrator 

SUBJECT: General Notice for Distribution to Employees

This is to inform you that the EUTF will not distribute the Active Employee Open Enrollment forms that are normally distributed during Open Enrollment and had been planned for distribution this week. Approximately 25,450 active employee forms were printed with incorrect enrollment information. An error in the logic of the computer program that created this year's forms caused the errors. The affected forms are for employees that made an election change and the EUTF processed that change from January 1, 2009 through mid September, 2009. The EUTF has determined that it is not feasible to correct these errors in time to be useful for the current Open Enrollment.

Enclosed is a general notice that should be distributed to employees rather than the regular Employee Open Enrollment form. We ask for your assistance to disseminate the notice to your employees by e-mail distribution or to direct your employees to the notice posted on the EUTF web site at www.eutf.hawaii.gov.

We apologize for the inconvenience and confusion this may cause and ask for your patience during this challenging time.

Enclosure