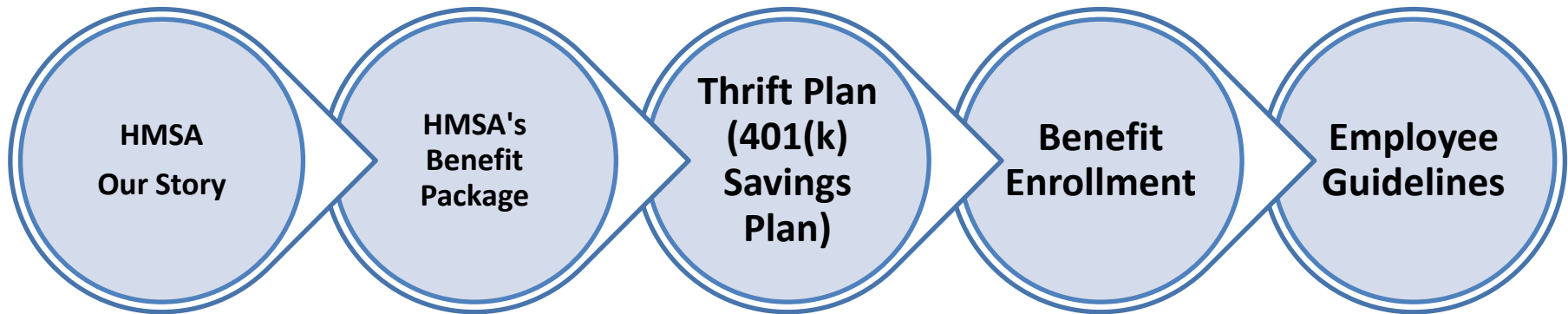


Welcome to HMSA!



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

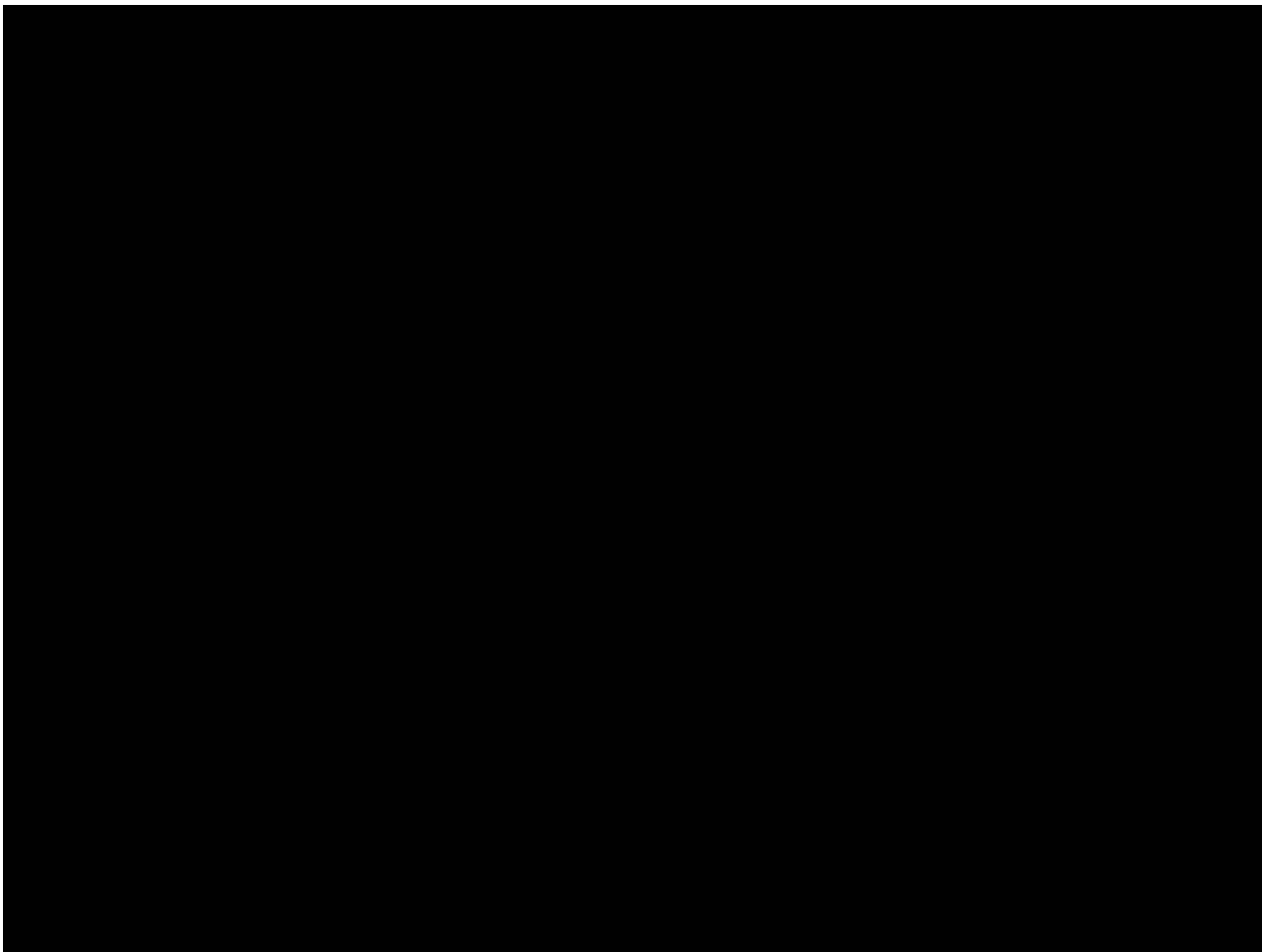
New Hire Orientation



Our Story

A portrait of Mike Gold, a middle-aged man with a balding head and a goatee, wearing a blue and white patterned button-down shirt. He is looking directly at the camera with a slight smile. The background is a blurred office setting with a desk, a framed picture, and some papers. On the left side of the image, there is a large, semi-transparent blue graphic of a stylized person with arms raised.

Mike Gold
President & Chief Executive Officer



Caring for Hawaii is our promise and our privilege

It's our home. Our members are more than customers; they're our neighbors, our friends, and our families.

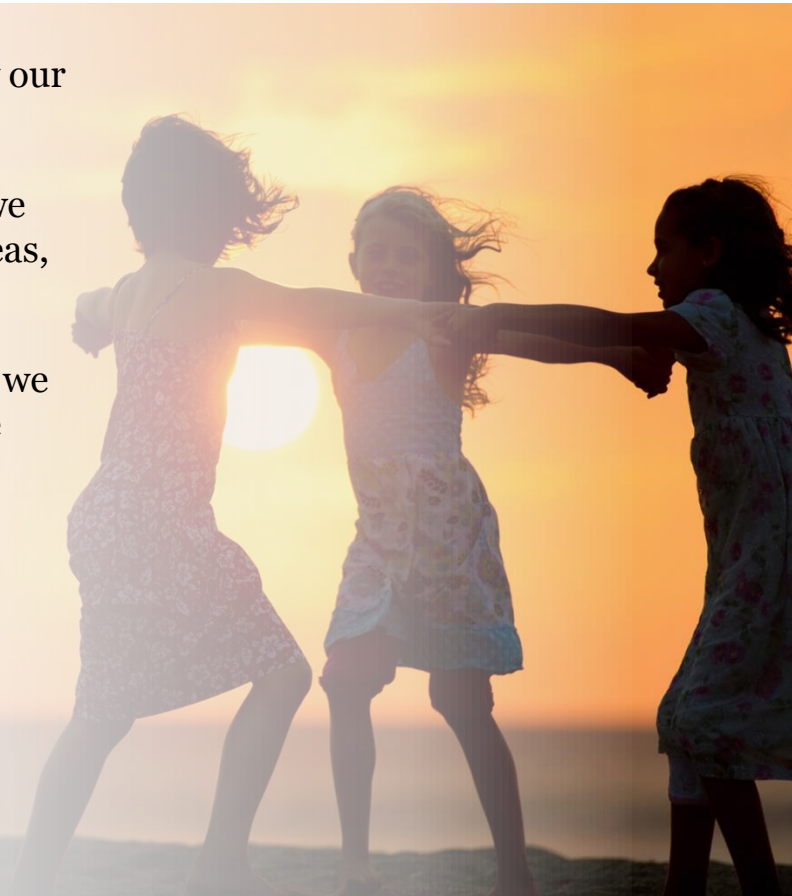
It's our history. For more than 75 years, we've served as stewards for our community's health, and every day we renew our commitment to that purpose.

It's our responsibility. Our unique position requires that we embrace the challenges ahead. We have the people, vision, ideas, and heart to achieve a healthier Hawaii.

We care for Hawaii by redefining what a health plan is. When we focus on people and when we invest in making the health care system better, we contribute to happier and healthier lives for everyone.

Our focus is clear:
Every day, we care to make a difference.

We are HMSA.
Advancing the health of Hawaii.
Our promise. Our community. Our privilege.



HMSA Values

Remember why we're here

We're here for one reason—serving the people of Hawaii. We're essential to a healthier Hawaii and we don't take our responsibility lightly. It's our duty, our passion, and the driving force behind everything we do.

Open and honest, always

We're honest and forthright in everything we do and say. We always explain why. With us, there's no hidden agenda—what you see is what you get.

Embrace partnership

We know that the best results come when we work together. Both internally and externally, we motivate and inspire each other. Together, we can do more for our community.

Have courage to make it better

We're creative thinkers who take initiative to find new and better ways, and we believe the best answer can often be a brand-new idea. Never satisfied with the status quo, we're constantly pushing ourselves and pushing the envelope.

Vision and Mission

The graphic for HMSA's Vision features a vertical blue bar on the left with the text "HMSA's VISION" in white, oriented vertically. Below this bar is a small yellow-green patterned rectangle. The background is light blue with a subtle geometric pattern. The text is as follows:

HMSA's VISION

1009-1583

Our vision of a healthier Hawaii is a sustainable health care system where all residents are at the center of, in control of, and responsible for their own well-being.

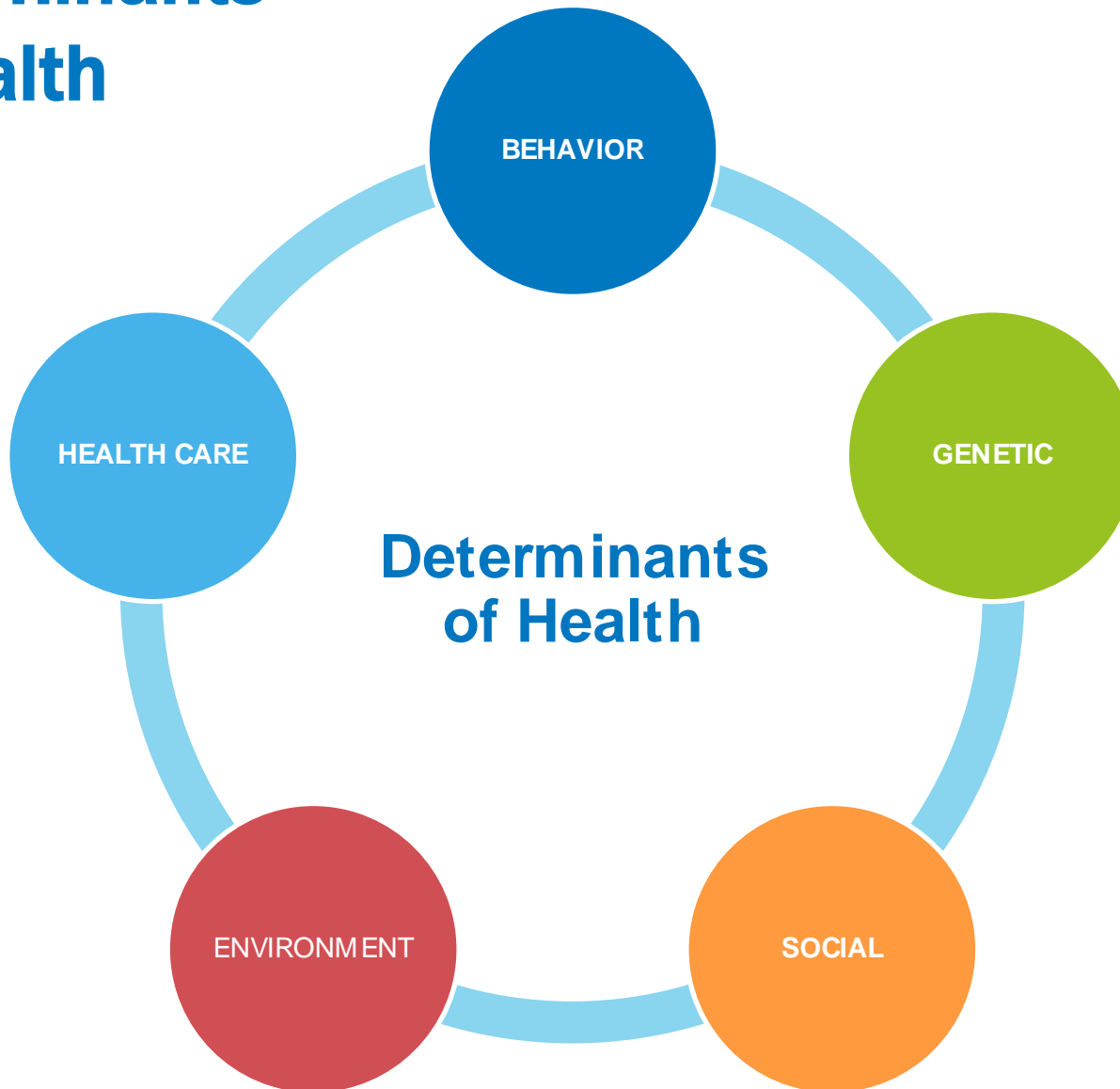
We will accomplish this through unrelenting innovation, unprecedented partnerships, and uncompromising consumer focus.

The graphic for HMSA's Mission features a vertical blue bar on the left with the text "HMSA's MISSION" in white, oriented vertically. The background is light blue with a subtle geometric pattern. The text is as follows:

HMSA's MISSION

Our mission is to provide the people of Hawaii access to a sustainable, quality health care system that improves the overall health and well-being of our state.

Determinants of Health

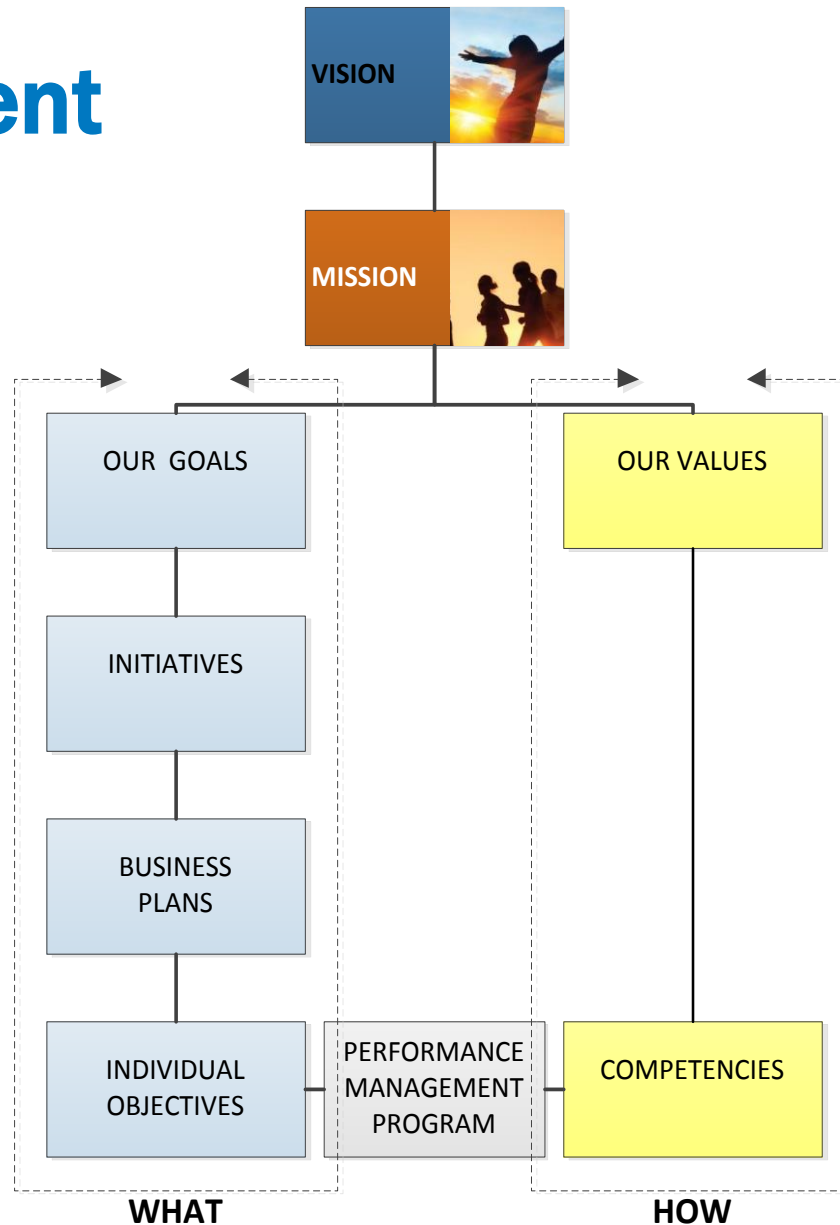


Māhie 2020 Community Advancing the Health of Hawaii



2016 – January Town Hall Meeting

Alignment



Anniversary Date

- Benefits determined by your anniversary date

Hire date	Anniversary date
1 st through 15 th	1 st of the month of hire
16 th through 31 st	1 st of the following month

The anniversary date of an employee hired on:

- January 3rd is January 1st
- January 17th is February 1st

Flexible Spending Account



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

Flexible Spending Account (FSA)

- What is a flexible spending plan?
 - A pre-tax benefit for eligible expenses
- Why participate?
 - To save 25 – 30% or more on income taxes!



Example

An employee, Susan, has one child attending preschool.

She pays her pre-school provider \$400/month.

She is paid twice per month so she pays her preschool provider \$200 every paycheck.

Employee Sample Savings

	No FSA	With FSA
Gross Pay	\$1,200.00	\$1,200.00
Contribution	—	\$200
Taxable Income	\$1,200.00	\$1,000.00
Taxes	\$261.41	\$201.36
Net Pay	\$938.59	\$798.64
Preschool Expense	\$200.00	—
Spendable Income	\$738.59	\$798.64

\$1441 in annual savings

Benefits Administered by National Benefits Services (NBS)

Dependent Care FSA:

- Maximum annual limit is \$5,000 per year or \$2,500 if you are married and filing separately

HRA:

- ER contributions of \$720 for Single Coverage and \$1440 for 2-Party and Family

Transit & Parking:

- Monthly maximum limit is \$255

Healthcare FSA:

- Maximum annual limit is \$2,600

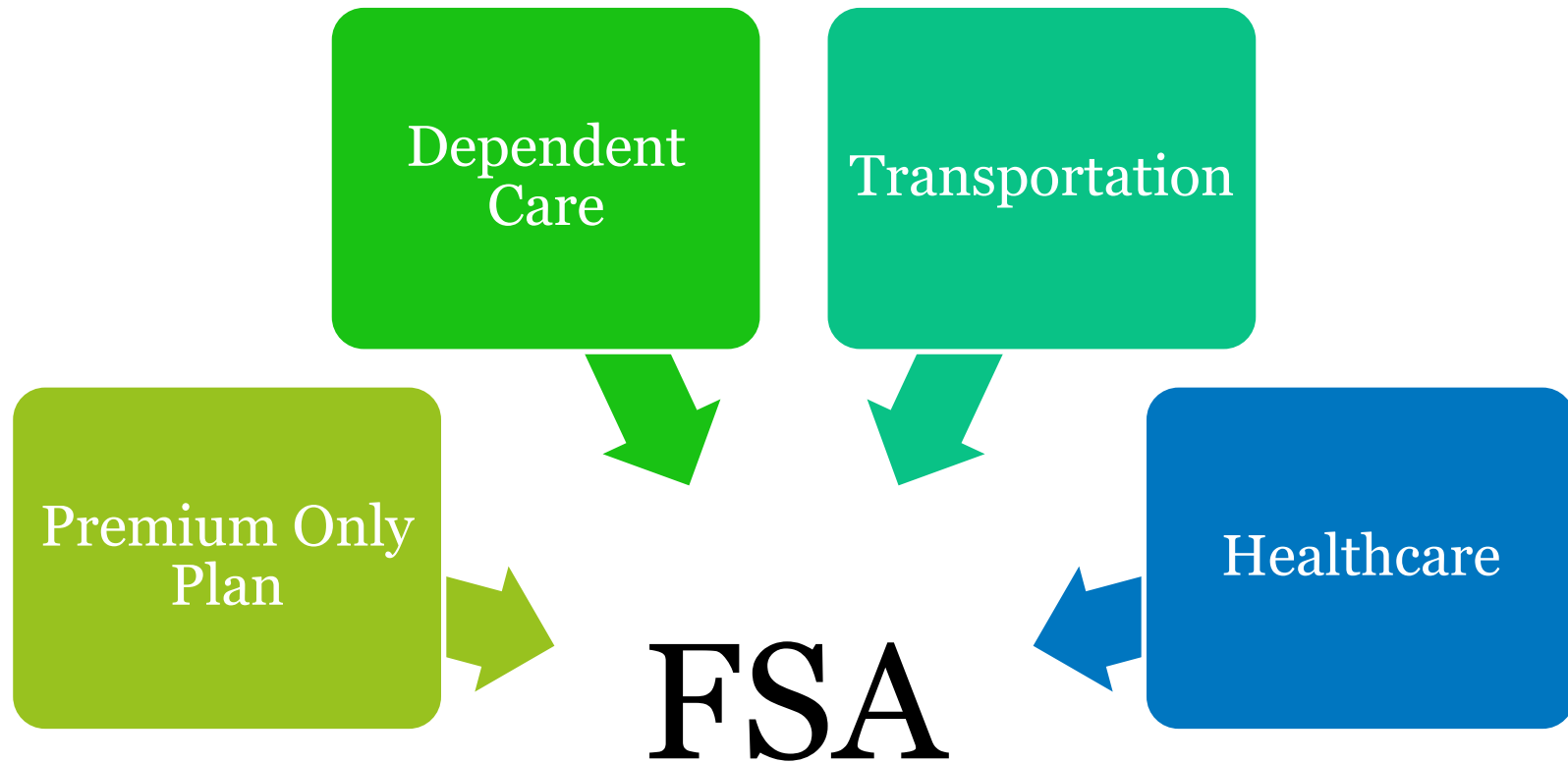


How it Works

FSA – How it works



Flexible Spending Account (FSA)



Eligible Insurance Premiums

- You are eligible **one month** from your anniversary date
 - **Pre-Tax** Premiums
 - Medical, dental, drug and vision premiums
 - USAbLe voluntary product premiums
 - CancerCare
 - Accident
 - CriticalCare
 - Voluntary Accidental Death and Dismemberment
 - **Post-tax** Premiums
 - Voluntary Group Life (no pre-tax savings)

Dependent Care Expenses

- You are eligible to use **one month** from your anniversary date
- Examples of **eligible** expenses
 - Before and After School
 - Extended Day Programs
 - Daycare in your home
 - Base cost of day camps
- Examples of **ineligible** expenses
 - Schooling for a child in kindergarten or above
 - Babysitter while you go to the movies or eat out
 - Cost of overnight camps



Dependent Care Expenses

- Requirements
 - Provider's federal ID or Social Security Number
 - Qualifying child age twelve or younger that you claim a dependency exemption on your income tax return
 - Qualifying relative or spouse who is physically or mentally incapable of caring for self (child over twelve, your parent, a spouse's parent) having lived with you for more than 6 months



Transportation Expenses

- You are eligible to use **one month** from your anniversary date
- Eligible expenses include
 - Parking - \$255 month maximum per household
 - Online election
 - Bus pass - \$255 month maximum per household
 - Complete Form



Medical Expenses

- You are eligible to use **one year** from your anniversary date
- Eligible expenses include
 - Medically Necessary (e.g., co-pay, drug, vision etc...)
 - **Amount for 2017 is \$2600**
- Estimate your expenses carefully
 - Save past receipts, cancelled checks, and tax records from the previous year (e.g., annual checkup)
 - Add any large medical expenses you have planned for the following year (e.g., surgery)
- National Benefit Services MasterCard



How do I request a Reimbursement?

- Go online to the NBS website
- Use your mobile application
- Mail, Fax, email your claim



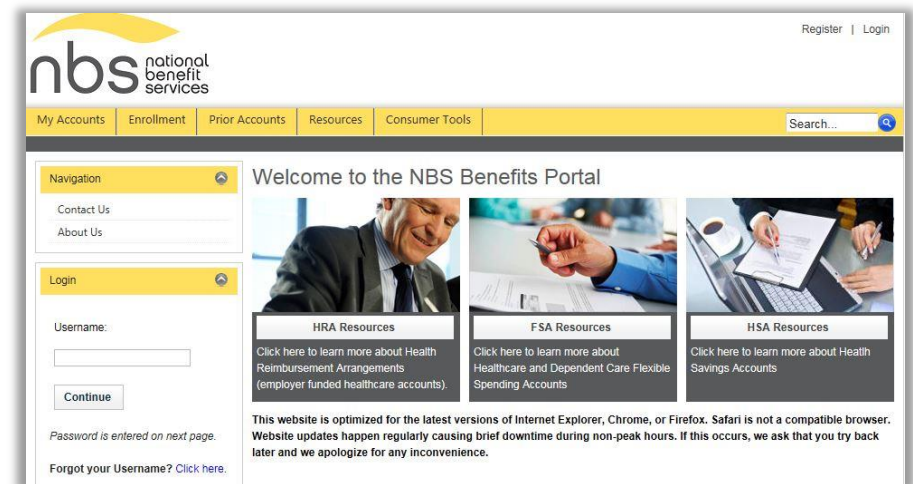
When you use your NBS Card, the merchant code identifies the type of expense and allows you to use your card for eligible expenses.

Keep receipts if you use your card in case of an IRS audit or in case NBS needs more information to adjudicate your expense.

My.nbsbenefits.com

Participant self-service overview

- Check your balance
- Manage communications and alerts
- Access to education and planning tools
- Replace debit cards
- Submit claims
- Review your transaction history



IRS Rules to Remember

- Elections are set for the plan year
- Transferring money between accounts is not allowed
- All services must occur within your plan year
- Any unused money that is not used by the end of the plan year will be forfeited
 - Up to \$500 may be carried over from one year to the next for Medical expense accounts

USE IT
OR
LOSE IT!



NBS Contact Information

- Our service center is available from 6am MST through 9pm MST (equivalent to 2am HST through 5 PM HST)
- Contact NBS directly:
 - Phone: (855)399-3035
 - Email: service@nbsbenefits.com



Break Time



Get the Best With HMSA



An Independent Licensee of the Blue Cross and Blue Shield Association

We're Here
For You



Thank you!



Retiree Health

- Receive health benefits in retirement
 - Eligibility requirements:
 - Age 55 and 15 years of service
- Employer contribution amount is determined by their years of service



Additional Health Plan Information

- HMSA Monthly Health Plan Rates
- Benefits At-A-Glance - Plan comparison
- Enrollment – online form/COBRA
 - Coordination of Benefits
 - HC5 Waiver
- Summary Plan Description – purple booklet
- SBC Cover letter
- Summary Benefits Coverage (SBC)
- Pre-paid health care law in Hawaii
- Calling customer service
- Effective date and ID cards



Thrift Plan – 401(k) Savings Plan



Thrift Plan – 401 (k) Savings Plan

- You'll be automatically enrolled when you are hired
- You can elect to save pre-tax and/or after-tax dollars (Roth 401(k)) for retirement
- Depending on your years of service we match your minimum contribution
- You can save through convenient automatic payroll deductions
- Your contribution rate will be automatically increased by one percent each year up to 10%, unless you choose otherwise



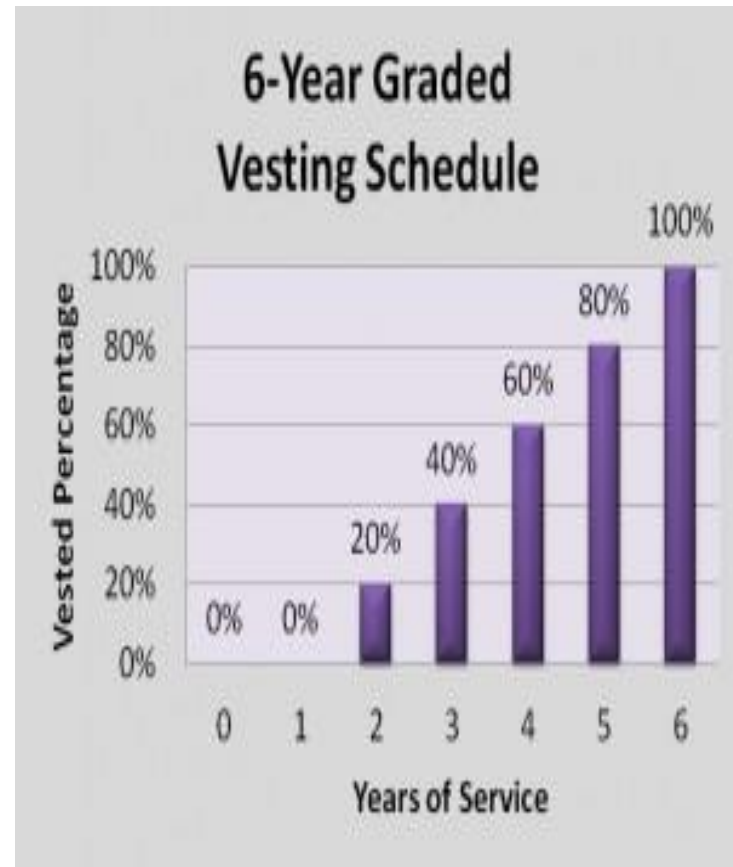
Minimum Contributions



- Your minimum contribution is the percentage of your pay you'll contribute to your plan each pay period, which HMSA matches dollar for dollar. To receive the match, you'll need to contribute these minimums.
 - 4%: Upon hire
 - 5%: 5 years but less than 10 years
 - 6%: 10 years or more

Vesting

- You have ownership rights to your contributions
- You are 100% vested in you own contributions right away
- Our matching contributions begin to vest after you complete your second year of service
 - Less than two years 0%
 - Two years 20%
 - Three years 40%
 - Four years 60%
 - Five years 80%
 - Six years 100%



Vesting Example

- \$1,250 bi-weekly
- 4% = \$50 per paycheck or \$1,300 per year

Years	Your savings	HMSA's contribution
2	\$2,600	20% vested = \$520
4	\$5,200	60% vested = \$3,120
6	\$7,800	100% vested = \$7,800

- $\$7,800_{\text{(employee)}} + \$7,800_{\text{(HMSA)}} = \$15,600$

Deferral-Plus Contributions

- In addition to your minimum contributions, you may make additional or “Deferral-Plus” contributions to your plan
- Deferral-Plus contributions are made on a pre-tax basis and further reduce the amount of taxes you pay
- We do not match Deferral-Plus contributions



Deferral-Plus Contributions

10% contribution made by employee

▪ Minimum contribution _(matched)	4%
▪ HMSA matching contribution	4%
▪ Deferral-Plus contribution _(unmatched)	6%
<hr/>	
▪ Total	14%

IRS Contribution Limits

- You may defer up to 100% of your salary after standard deductions, up to the limits provided below

Year	Under 50 years	50+ years
2012	\$17,000	\$22,500
2013	\$17,500	\$23,000
2014	\$17,500	\$23,000
2015	\$18,000	\$24,000
2016	\$18,000	\$24,000
2017	\$18,000	\$24,000

Vanguard Fund Options

- Retirement Savings Trust
- Inflation-Protection Securities Fund
- Total Bond Market Index Fund
- Wellington Fund
- Total Stock Market Fund
- Institutional Index Fund
- U.S Value
- PRIMECAP Fund
- Mid-Cap Index Fund
- Small-Cap Index Fund
- Total International Stock Index Fund
- Target Retirement Funds



Vanguard 401k Beneficiary Designation

- If married – spouse is automatic primary beneficiary
- Consent to change



Benefit Enrollment



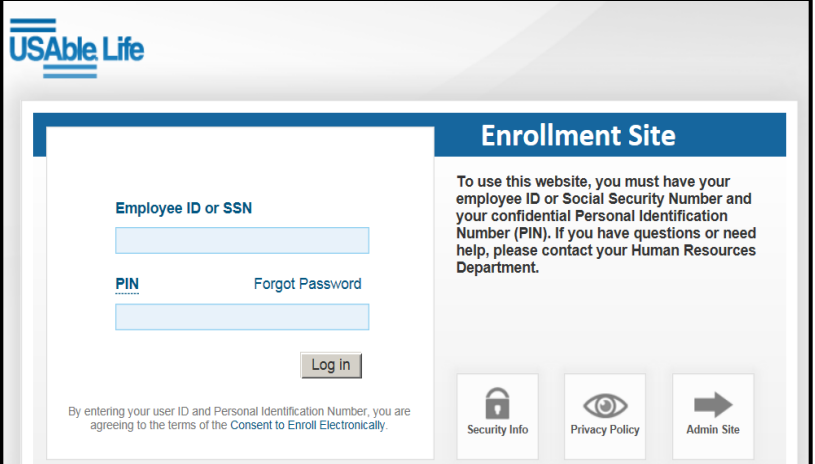
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Online Benefit Enrollment

- Follow the steps below!
 - Visit our online website at <https://usable.benselect.com/enroll> to complete your 2017 benefit elections.
- To enroll in Medical/ Dental benefits, please complete the hardcopy enrollment form and submit to 10-HR by Thursday (*Friday if orientation is held on Tuesday*).
 - If you will be waiving coverage for 2017, you will need to complete and remit the HC-5 waiver form to Human Resources. If no form is received, HMSA is required to enroll you in a health plan, which will be single CompMed/Dental PPO coverage.

STEP 1:

- Go to: <https://usable.benselect.com/enroll>. Your login information will be sent to your work email by end of day tomorrow.



The screenshot shows the 'US Able Life' logo at the top left. The main heading is 'Enrollment Site'. Below this, there is a login form with two input fields: 'Employee ID or SSN' and 'PIN'. To the right of the PIN field is a link that says 'Forgot Password'. Below the input fields is a 'Log in' button. At the bottom of the login area, there is a small disclaimer: 'By entering your user ID and Personal Identification Number, you are agreeing to the terms of the Consent to Enroll Electronically.' To the right of the login form, there is a text block stating: 'To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.' At the bottom right, there are three icons with labels: 'Security Info' (a padlock icon), 'Privacy Policy' (an eye icon), and 'Admin Site' (a right-pointing arrow icon).

#LetsTalkBenefits

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STEP 2:

- Enter **ALL** dependent information and then proceed through the benefit path.
- For health plan enrollments, please remember to submit the hardcopy form to 10-HR.



Home You & Your Family My Benefits Sign & Submit Logout

Back Next

Dependents

Please add all dependents below. Click on the sign in the table to get started.

Name	SSN	DOB	Sex	Relation	
JORDAN AIOLI		4/2/1964	M	Spouse	
JULIANA AIOLI		9/14/1977	F	Child	

Back Next

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Home You & Your Family My Benefits Sign & Submit Logout

Form Library

Benefit Summaries

- HMSA Benefits Summary - Full-Time Employees
- HMSA Benefits Summary - Managers & Executives
- New Hire Flyer
- Employer-Paid Life and AD&D
- Long Term Care Flyer

Brochures

- Accident Elite Brochure
- Cancer Care Brochure
- Critical Care Elite
- Voluntary Group Term Life Brochure
- Voluntary AD&D Brochure

Forms

- 2017 HC-5 & ACA Health Care Waiver Form
- Section 1557 Compliance Notice
- HMSA Personal Data Form

STEP 3:

- Review all benefits available to you and assign your beneficiaries.
 - Employer-paid benefits
 - Flexible Spending
 - Long-term Care
 - USABLE Voluntary Insurances

Home You & Your Family My Benefits Sign & Submit Logout

Benefit Summary

Below is a list of benefits available to you.

- Click **"Review"** to learn more, obtain cost, or enroll in the benefit.
- Click the **"Decline Coverage"** button to waive the benefit.

☐ Employer-Paid Life Insurance Review

You have to complete enrollment in this plan.

☐ Parking Election Decline Coverage Review

If you click on the Decline Coverage button, you will bypass coverage and rate information.

My Benefits	
<input type="radio"/> Employer-Paid Life Insurance	\$0.00
<input type="radio"/> Parking Election	\$0.00
<input type="radio"/> Dependent Care Reimbursement	\$0.00
<input type="radio"/> USABLE Accident	\$0.00
<input type="radio"/> USABLE Cancer	\$0.00
<input type="radio"/> USABLE Critical Illness	\$0.00
<input type="radio"/> USABLE VGTL2 - Employee	\$0.00
<input checked="" type="radio"/> USABLE VGTL2 - Spouse	\$0.00
<input checked="" type="radio"/> USABLE VGTL2 - Children	\$0.00
<input checked="" type="radio"/> USABLE VAD&D - Employee	\$0.00
<input checked="" type="radio"/> USABLE VAD&D - Spouse	\$0.00
<input checked="" type="radio"/> USABLE VAD&D - Children	\$0.00
Pre-tax cost	\$0.00
Post-tax cost	\$0.00
Total Cost	\$0.00

Per Pay Period

Home You & Your Family My Benefits Sign & Submit Logout

Employer-Paid Life and Accidental Death



Life Insurance at No Cost to You

- ✓ Employee coverage*: 2.5 x annual salary
- ✓ Spouse coverage: \$10,000
- ✓ Dependent child** coverage:
 - o Birth to 6 months: \$100
 - o Greater than 6 months: \$2000

Accidental Death & Dismemberment Insurance at No Cost to You

- ✓ Employee coverage*: 2.5 x annual salary

**If your coverage exceeds \$50,000, you are subject to tax.*
***To be eligible for dependent coverage, your child must be unmarried and under the age of 26.*

Benefit Services OF HAWAII

PRODUCTS AVAILABLE FOR HMSA NEW HIRES

WELCOME TO THE TEAM!

YOUR ENROLLMENT/APPLICATION MUST BE SUBMITTED WITH YOUR NEW HIRE KIT DEADLINE

NO MEDICAL QUESTIONS ASKED¹ DURING YOUR INITIAL ENROLLMENT ONLY

EMPLOYEE VGTL GUARANTEED ISSUE: \$100,000 | SPOUSE VGTL GUARANTEED ISSUE: \$20,000 | CHILD VGTL GUARANTEED ISSUE: \$10,000
¹If you are age 64 and younger, enrolling for the first time within the waiting period, you may purchase VGTL coverage in units of \$1,000 up to a maximum of \$100,000 without medical evidence of insurability and to a maximum of \$300,000 with medical evidence of insurability. If you are age 65 through 69, you may purchase coverage in units of \$10,000 to a maximum of \$50,000 without medical evidence of insurability. Employees and spouses will be subject to medical evidence of insurability during future enrollments.

VOLUNTARY GROUP TERM LIFE (VGTL) If you need additional term life protection for you and your eligible family members, think about low cost Voluntary Group Term Life coverage. You select the benefit amounts to suit your specific situation, and premium payments are made through payroll deduction.

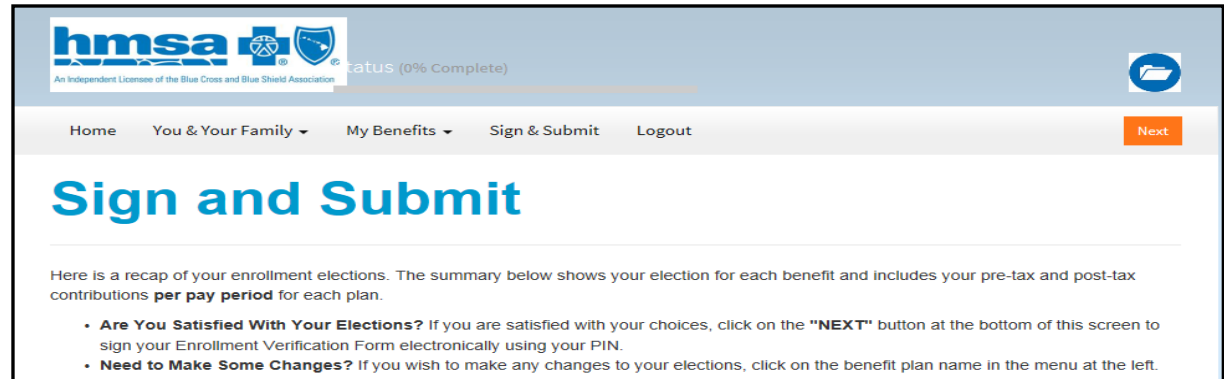
PLANS AVAILABLE ON A PRE-TAX BASIS


ACCIDENT ELITE is designed to provide supplemental coverage for costs associated with covered accidental injuries or death and allows you the option of tailoring coverage to fit your personal needs. You may also add your choice of optional disability riders: Accident Disability Rider (off-the-job only); 24-Hour Accident Disability Rider; and a Sickness Disability Rider. The policy is guaranteed renewable and available through the ease of payroll deduction. All benefits are limited per covered accident (or covered sickness on the Sickness Disability Rider) and are paid directly to you.

CANCER CARE ELITE provides supplemental coverage when certain breast cancer or the result of cancer or a covered specified disease and is available

STEP 4:

- Electronically sign, submit, and print for your records. This will confirm your 2017 benefit elections.



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Status (0% Complete)

Home You & Your Family My Benefits Sign & Submit Logout

Sign and Submit

Here is a recap of your enrollment elections. The summary below shows your election for each benefit and includes your pre-tax and post-tax contributions **per pay period** for each plan.

- Are You Satisfied With Your Elections?** If you are satisfied with your choices, click on the **"NEXT"** button at the bottom of this screen to sign your Enrollment Verification Form electronically using your PIN.
- Need to Make Some Changes?** If you wish to make any changes to your elections, click on the benefit plan name in the menu at the left.

Reminders:

- Personalized e-mail with login information will be sent to your work e-mail address by EOD tomorrow.
- Hardcopy documents due to 10HR by Thursday are:
 - Medical/Dental Enrollment form and/or HC-5 Waiver form
 - Coordination of Benefits form (*if applicable*)
 - General Notice of Cobra Continuation Coverage Rights
 - Thrift Plan (401K) Beneficiary Designation form
 - HMSA Direct Salary Deposit Authorization Agreement, if applicable (*send to Payroll – 6FA*)
- Complete online enrollment by Thursday.
- For questions, please e-mail !Human Resource-Inquiries or call 948-5161.

USAbile Products



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

Employer Sponsored



- Group Life Insurance
 - HMSA pays for starting **90 days** from your anniversary date
 - Group Life Insurance Beneficiary Form - Online
- Long-Term Disability Insurance (LTDI)
 - Eligibility is **one year** from your anniversary date

Voluntary Products



- You are eligible **one month** from your anniversary date
 - USAbLe voluntary product premiums – Pre-tax
 - CancerCare
 - Accident
 - CriticalCare
 - Voluntary Accidental Death and Dismemberment
 - Premiums- Post-tax
 - Voluntary Group Life (no pre-tax savings)

Guidelines and Information Scavenger Hunt



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

Scavenger Hunt Sections

- Security System
- Facilities and Operations
- Employment Policies and Practices
- Workplace Behavior
- Employee Performance



Information Resource Page Numbers

- Security System – pages 36 – 38
- Facilities and Operations – pages 39 – 43
- Employment Policies and Practices – page 44 – 46
- Workplace Behavior – pages 47 – 52
- Employee Performance – page 53 – 54
- And/or any handouts in folder related to your section



Time For



12:00 pm – 1:15 pm



Compliance and Ethics

Innovation Center

Picture Time



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

Leaves and Services



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

Paid Time Off



Excused Absence with Pay



Leave of Absence without Pay



**Family and Medical
Leave**



**Pregnancy
Disability Leave**



**Victims of
Domestic or
Sexual Violence**



Military Service



**Bone Marrow, Stem
Cell, or Organ Donation**

Personal Leave



Education Reimbursement



Employee Assistance Program (EAP)

The screenshot displays the WorkLife Hawaii website, which is the former HMAS. The header includes a navigation menu with links to Home, About Us, Employers, Supervisors/Managers, Employees, Companies We Serve, and Contact Us. The main content area is divided into several sections:

- Sustaining...**: A section featuring a large image of a green field.
- What is EAP**: A section explaining the program. It states: "WorkLife Hawaii is Hawaii's first and largest Employee Assistance Program. We provide personal, local expertise to the challenges of the human side of business, offering assistance to over 70 businesses across the state of Hawaii and to over 75,000 employees and their families. We provide professional, confidential counseling at no charge to employees; this is an employer-funded service as a healthy, happy, productive workforce is important to a business' bottom line. But we're more than just an employee benefit -- we serve our companies through management consultations, coaching, training, and crisis response services, giving employers creative solutions to solve problems from the human side of business." A "Read More >>" link is provided.
- How We Help Employers and Businesses**: A section with a background image of a city skyline.
- How We Help Managers and Supervisors**: A section with a background image of a woman smiling.
- How We Help Employees and their Family Members**: A section with a background image of a family (father, mother, and children).

Below these sections, there are three columns of information:

- Work Life Hawaii Advantages:**
 - See the 14 ways we're more than just an Employee Benefit
 - Learn about the ROI for EAP
 - Get a Quote for our services
- Management Tools for the Human Side of Business:**
 - How to use EAP
 - Making a Formal Supervisory Referral
 - Trainings for your team
- Helping with your Work and your Life:**
 - Our services are confidential
 - There is no cost to employee
 - We can help with a variety of issues

Breastfeeding Support Program (Mom's Place)



NewMoms 

Workers Compensation Insurance

- If you experience a work-related illness or injury, report it to your supervisor **right away**



HMSA Employees' Federal Credit Union



- Visit www.hmsaefcu.org for information

Employee Well-Being

- **Mālama Ola** is our employee well-being program
- We've instituted Blue Zones
- Our program is designed to make the healthy choice the easy choice
 - HMSA Well-Being Connection – access to wellness coaches, workshops and other resources
 - HMSA Fitness Centers
 - Walks at lunch
 - Friday Farmers Market
 - Rooftop garden
 - Tobacco Free



Guidelines and Information Scavenger Hunt



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

Information Resource Page Numbers

- Security System – pages 36 – 38
- Facilities and Operations – pages 39 – 43
- Employment Policies and Practices – page 44 – 46
- Workplace Behavior – pages 47 – 52
- Employee Performance – page 53 – 54
- And/or any handouts in folder related to your section





Our Security System

Your badge must be worn at all times.

True

Who do you contact if you lose or forget your badge?

Security and supervisor

What stickers can you put on your badge?

None: do not deface your badge

To access the building, you hold your badge in front of the badge reader.

True

Everyone must swipe their badge.

True – Piggy Backing is not allowed

Security guards are on duty at the HMSA Center _____.

24 hours a day

The background of the top section features a dark, textured surface with glowing blue and red padlocks. The padlocks are arranged in a row, with the central one being red and the others blue. The background is filled with binary code (0s and 1s) and various alphanumeric strings, suggesting a digital or cybersecurity theme.

Our Security System

What key phone numbers are on your badge information card?

Emergency hotline
Help desk
Building security
Building management
Human resources
Compliance Privacy and Security hotline

During an emergency, what do you do if you have to evacuate the building?

Follow the instructions for your office



Facilities and Operations

Good attendance and punctuality is needed to get your work done.

True

The system we use to track our hours worked is?

Kronos

Pay is calculated and distributed based on the monthly payroll calendar.

False – bi-weekly

What services will you find on the 9th floor of the HMSA building?

The lounge, the fitness center

You can park anywhere you want for free.

False – you can park in the HMSA building after 4:00p for free

What system is used for direct deposit?

ADP iPay

Form



HMSA, an Independent Licensee of the Blue Cross and Blue Shield Association

Direct Salary Deposit Authorization Agreement – Give to Payroll (6 FA)

HAWAII MEDICAL SERVICE ASSOCIATION DIRECT SALARY DEPOSIT AUTHORIZATION AGREEMENT

**All information provided on this form will supersede all previous forms.
The accuracy of the information provided is solely your responsibility.**

LAST FIRST MI EMPLOYEE NO.

I authorize HMSA to make direct deposits and, if necessary, make adjusting entries to correct errors in deposits to my checking and/or savings account at the Financial Institution(s) indicated below. I understand that either HMSA or I can terminate this arrangement with advanced written notice if received in sufficient time and in a manner to allow a reasonable opportunity to act on it.

Please check the following that apply:	
<input type="checkbox"/> New Request	<input type="checkbox"/> Change
<input type="checkbox"/> Cancel → Financial Institution: _____	
→ Account Number: _____	
→ Effective Pay Day to Cancel (MM/DD/YY): _____	

	NAME OF FINANCIAL INSTITUTION	TYPE OF ACCOUNT CHECKING OR SAVINGS	ACCOUNT NUMBER	AMOUNT OF DEPOSIT PER PAY DAY
1				*
2				*
3				100% of Net (required)



Employment Policies and Practices

What does “At-Will” Employment mean?

HMSA has a “Closed Door” policy.

What situations could create a real or perceived conflict of interest?

Smoking is allowed in designated areas.

Who would you contact if your work was affected by a real or perceived conflict of interest?

What is our Equal Employment Opportunity goal?

You or HMSA can end employment at any time.

False – “Open Door”

Family and household member employees and romantic relationships

False – HMSA is a smoke-free workplace

Supervisor, C&E, HR

Employ qualified people without regard to protected classifications

Workplace Behavior



What types of visitors can you bring into the workplace?

HMSA has personal appearance guidelines.

What is our workplace monitored to ensure?

You can use your cell phone when ever you like.

What types of information do we protect?

Only authorized visitors here to do business

True – Employee Handbook

Quality, member satisfaction, employee safety, security

False – use in a manner consistent with our values and mission

Confidential, sensitive, and privileged

Workplace Behavior



What are examples of unacceptable behavior in the workplace?

Discrimination
Harassment
Workplace violence
Drugs in the workplace
Violating confidentiality, privacy, and security guidelines
Creating an unsafe workplace situation

You can send your team members an email to let them know you have a computer for sale.

False – we have a “no solicitation, distribution, and posting policy”

What do you do if you see and unsafe condition, accident, or injury happen in the workplace?

Report it to security, your supervisor



Our Performance

Our Performance Management Program measures individual and company success.

What are the components of your PMP?

What do we reward and recognize employees for?

Our Employee Improvement Process allows employees to improve their performance.

True – when you are successful, the company will be successful

Objectives, competencies, development plan

Contributing to HMSA's success and living our values

True – ongoing conversations

HMSA Safety

- Basic Office Safety

- Best practice –
workstations, stairs, slips,
trips, falls, electrical, office
machines
- First Aid Kits, AED

- Ergonomics Program

- Work station design
- Productivity and health
and well-being

- Hazard Communication

- Program – office, at risk
units,
- HMSA Center Security



Contact – HMSA Security, Your Supervisor

HMSA Safety

- Emergency Evacuation
 - Best practice – evacuation plan, emergency exits, Emergency Notification System
- Fire safety
 - Fire extinguishers – where they are, use
 - **P** – Pull the pin
 - **A** – Aim – base of fire, 8 feet
 - **S** – Squeeze the handle
 - **S** – Sweep from side to side
- HMSA Safety Program
 - Sapphire



Contact – HMSA Security, Your Supervisor

A photograph of an office environment with several cubicles. Each cubicle has a desk with a computer monitor, keyboard, and mouse. There are potted plants on top of the cubicle walls. The office has a modern, clean look with blue carpeting and white walls.

HMSA Safety

What do you do if notified by the Emergency Notification System?

Contact security and/or your supervisor in the event of a safety issue, injury, emergency.

Where do you find the HMSA Safety Program?

What does PASS stand for when using a fire extinguisher?

Answer and respond

True

Sapphire

- **P** – Pull the pin
- **A** – Aim – base of fire, 8 feet
- **S** – Squeeze the handle
- **S** – Sweep from side to side


HMSA Well-Being Blog

HMSA Tour





**ALOHA &
WELCOME!**



Moai Mo Betta

THERES SO MUCH
TO BE PART OF



THE SALVATION ARMY
DOING THE MOST GOOD
MERRY CHRISTMAS THANK YOU FOR YOUR DONATION

THIS IS A
SMOKE
FREE
BUILDING

DO NOT BLOCK
FIRE EXIT

CIRCLE OF CARING



THE FOLLOWING ARE
CHEWING GUM
DRINKING &
EATING
CHUNKY
SPITTING
STREET DRUGS
HANDS ON
HANDS ON

ATHLETIC TEAMS



EMERGING LEADERS



SOCIAL MEDIA MOAI



ALOHA UNITED WAY



DID YOU KNOW?



BLUE ZONES WORKSITE



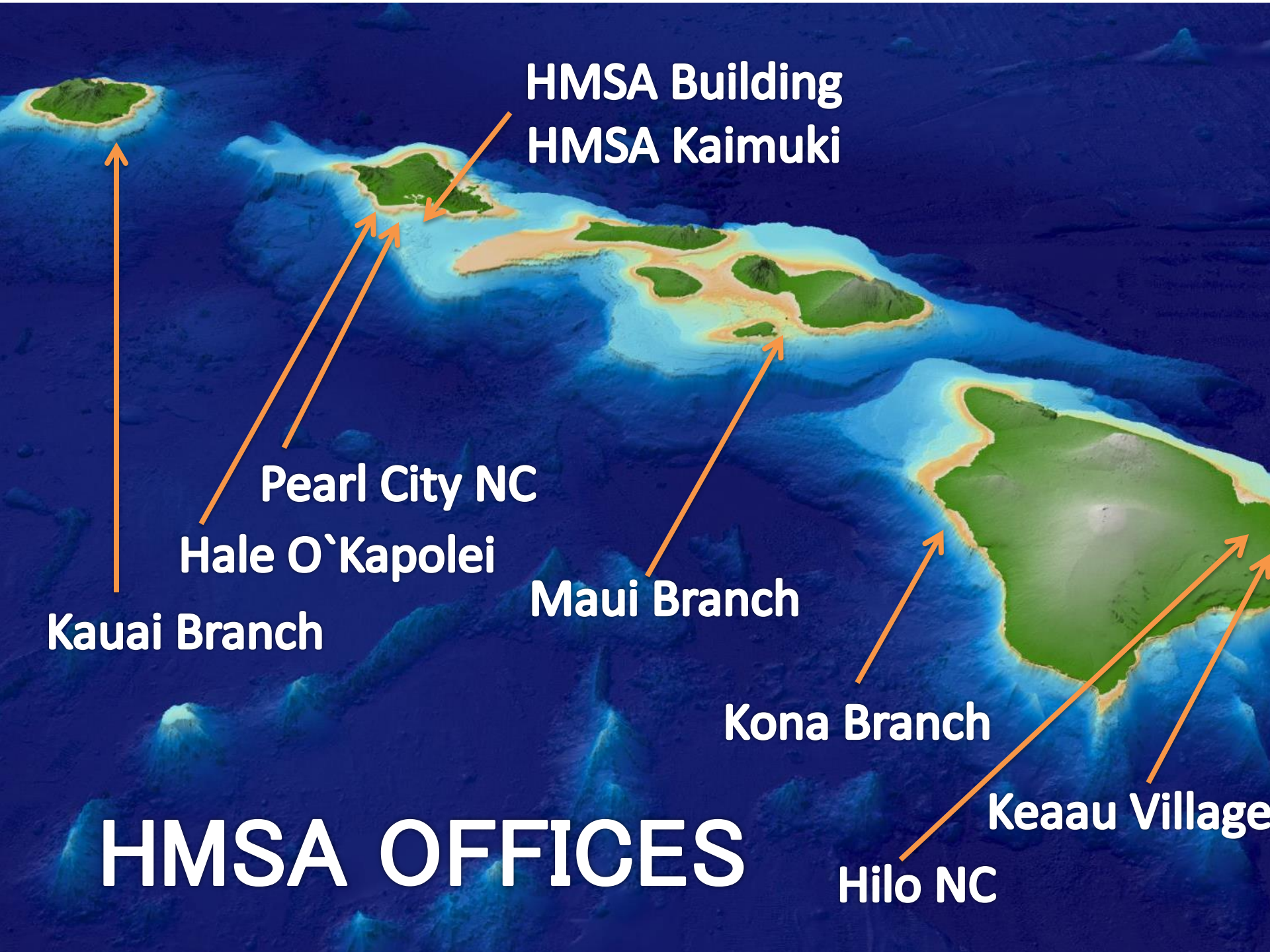
ACTIVE WEAR



FITNESS CENTER



ABOUT HMSA OFFICES



**HMSA Building
HMSA Kaimuki**

**Pearl City NC
Hale O`Kapolei**

Kauai Branch

Maui Branch

Kona Branch

Keaau Village

Hilo NC

HMSA OFFICES



Welcome!
Big Island



Welcome!

MAUI

Molokai

LANAI

HMSA

Welcome!
KAUAI





Welcome!

OAHU

THE NEW HMSA...







ARE YOU READY?



Mike Gold
Chief Executive
Officer



Michael Stollar
President and
COO



David Herndon
Chief Member
Services Officer



Tim Johns
Chief Consumer
Officer



Gwen Miyasato,
Chief Internal
Operations
Officer



Dr. Mark
Mugiishi
Chief Health
Officer



Janna
Nakagawa
Chief Corporate
Services Officer



Dick Escue
Chief
Information
Officer



Gina Marting
Chief Financial
Officer

SENIOR LEADERSHIP



LETS BEGIN!

Next Steps – Benefit Enrollment

- Benefit Enrollment - Email from HR Benefits by Tuesday or sooner for online enrollment at <https://usable.benselect.com/enroll>
- Complete online enrollment by **Thursday**, 4:00 pm
 - Medical/Dental Plan Enrollment Form
 - Coordination of Benefits (COB) Subscriber Questionnaire (**only if dual coverage**)
 - HC-5 Waiver Form (**only if waiving medical**)
 - General Notice of COBRA Continuation Coverage Rights Form Signature page (only if enrolling in a Medical/Dental Plan)
 - US Able Group Life Insurance Form Beneficiary Designation
 - Flexible Spending Account (dependent, parking, bus pass)
 - US Able Voluntary Product Applications (brochures in Selerix)
- HMSA Employee Thrift Plan 401k **Beneficiary Designation**
 - Go to vanguard.com to make your Beneficiary Designation election (once you've received your welcome packet from Vanguard):

Employee Handbook Acknowledgement

- Compliance and Ethics Training
 - Employee Handbook Electronic Acknowledgement
 - Non-Discrimination and Anti-Harassment Policy
 - Workplace Violence Prevention Policy
 - 30 days to complete from receipt of C&E training memo email

Form Turn in Information

- 10 HR Map – page 58 (blue folder)
- Neighbor Island and/or Kapolei
 - HR Fax # - 808-948-6863
 - Scan Forms
 - Kelsey_Ogata@ HMSA.com
 - Rachel_Ono@HMSA.com