Kapiʻolani COMMUNITY COLLEGE

Year End Reminders for KapCC Employees

Employee Address & Tax Forms

- Verify your mailing address in **HIP**.
- If needed, update your address in **HIP** and submit **UH Form 33**.

Receive W-2 Electronically

- Opt in to receive your 2026 W-2 electronically through **HIP**.
  - **W-2 Instructions**
- **Deadline**: December 5, 2026.

Beneficiary Designation

- Review and update your beneficiary information, if needed.
- Make changes through **HIP**, **ERS**, **Life Insurance**, **403(b)**, and/or **457(b)**, as applicable.

Emergency Contact Information

- Review and update your emergency contact information using **UH Form 33A**.
- Email the completed form via UH FileDrop to **kapcchr@hawaii.edu**.

Online Leave System (OLS)

- Submit and review 2026 leave balance in **OLS**.
  - Check Forecast Forfeiture.
- To donate excess leave, email **UH Form 68** to KapCC HR by **December 15, 2026**.
- Supervisors: Approve pending requests by **December 31, 2026**.

Voluntary Programs for Retirement Contribution

- Consider participating in both **403(b)** and **457(b)** retirement plans (pre-tax and Roth options available).
- Learn about the **Post-Separation Vacation Pay Deferral Program** and Early Vacation Payout Program.

Questions? Please reach out to **kapcchr@hawaii.edu**