

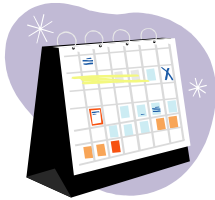
# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 17, Issue 14

Boise State University  
<http://hrs.boisestate.edu/>

September 2, 2010



**LABOR DAY  
MONDAY, SEPTEMBER 6  
BOISE STATE  
CLOSED**

## PAYROLL DEADLINES

Due to the Labor Day holiday, time entry into the Time and Labor system must be completed by 12 noon on Tuesday 9/7/2010.

The Time Approval deadline does not change. Approval must be completed by 10AM Wednesday 9/8/2010.

All other Payroll Deadlines remain the same.



## HIRING QUICK REFERENCE GUIDE

**"Hiring Quick Reference Guide"**  
Jordy LePiane – Employment Services

Need to hire a student employee, a temporary employee, or a permanent employee? What to do first? It can be confusing with all those necessary forms, procedures and approvals. The HRS staff has come up with a handy, new one-page resource to assist you. It's called the [Hiring Quick Reference Guide](#). Please bookmark this page and make it the first place you check for guidance on all your hiring needs:

[http://hrs.boisestate.edu/employmentservices/pdf/hiring\\_quickreferencguide.pdf](http://hrs.boisestate.edu/employmentservices/pdf/hiring_quickreferencguide.pdf)

## NCPERS OPEN ENROLLMENT HRS Benefits Administration

Boise State University employees, enrolled in PERSI as their retirement plan, may enroll in a voluntary supplemental life insurance plan through NCPERS. Open Enrollment for NCPERS begins September 1, 2010 and will continue through November 30, 2010. Enrollment information will be sent to eligible employees by campus mail the week of August 30. The enrollment form must be received in Human Resource Services, MS 1265, no later than Tuesday, November 30. For more information or enrollment forms, please contact Molly George at 426-2898 or Nancy Regent at 426-4450.

## IDAHO FLEXIBLE SPENDING FY10 Claim Filing Deadlines HRS Benefits Administration

Employees enrolled in an Idaho Flexible Spending account for FY '10, July 1, 2009 to June 30, 2010, have until September 13, 2010 to incur claims to their accounts. In order for health or dependent care claims to be accepted, they must either be postmarked (SHDR, PO Box 6400, Greenville, SC 29606), faxed (1-252-293-9048 or 1-252-293-9049), or emailed ([shdrflexclaims@shdr.com](mailto:shdrflexclaims@shdr.com)) to Stanley, Hunt, DuPree & Rhine, Inc. no later than **October 31, 2010**. The FSA claim form is available online at

[http://adm.idaho.gov/insurance/forms/Idaho\\_FSA\\_Claim\\_Form.pdf](http://adm.idaho.gov/insurance/forms/Idaho_FSA_Claim_Form.pdf). FSA account information is accessible either online, [www.shdr.com](http://www.shdr.com) (User Name and Password required); via Interactive Voice Response 1-800-413-6706; or by calling 1-800-930-2441 or 1-800-768-4873 (Monday - Friday 8:00 am - 6:00 pm ET).

## HUMAN RESOURCE SERVICES TRANSITIONS Jane Buser - Executive Director

Due to the retirements of several HRS management team members and future retirements this fall and in 2011, several key responsibilities have been temporarily reassigned. Please note the following for future reference:

- Employment Services: Michele Berard will be the Acting Supervisor for Employment Services.
- Compensation/Classification: Debi Alvord has assumed overall responsibilities. Initial contact is Joan Thies.
- AA/EEOC: Discrimination and Harassment Complaints should be directed to Jane Kinn Buser and requests for ADA accommodations to Debi Alvord. Holly Borden will be continuing on a part time basis for Affirmative Action reporting.
- Executive Leadership: Jane will continue as Executive Director of Human Resource Services until her successor is hired which is anticipated to be sometime during the fall semester.

## TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF representative, David Penrose, will be on campus Wednesday, September 8 and Thursday, September 9 from 8 am – 5 pm and on Friday, September 10 from 8 am – 2 pm in the Fisher Room / Student Union Building. You can schedule an appointment with David by calling TIAA-CREF at 1-800-732-8353 between 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

## FEE FOR REPLACING LOST BRONCO ID CARDS

Tony Keife, Manager/OIT - Campus ID

Please take note that beginning July 1, 2010 the fee for replacing all lost Bronco Cards (including faculty and staff) will increase to fifty dollars (\$50). First time and expiring cards will continue to be issued for no charge.

The Bronco Card should be treated like any other ID or credit card. Don't lose it!

- The Bronco Card office will continue to offer free lanyards and card cases in order to help mitigate problems with carrying your card.
- Cards that have split, or are demagnetized, or have bad prox antennae will still be replaced for free. If your card is stolen you need a police reporting number to receive a free replacement.

If you have any questions regarding this new policy, please feel free to call the Bronco Card office at 426-4171.

## STUDENT UNION – MEAL PLAN

### Payroll Deduction

Renee Walter – University Dining Services

Do you work at Boise State and want to **save BIG BUCKS while spending LITTLE???**

Introducing PAYROLL Deductions when you purchase a MEAL PLAN which makes your weekly rate\* only:

- Buster Plan - \$21.11 (45 meals @ BRC & \$75 flex to use anywhere on campus) -- **BONUS 5 Meals FREE** when you purchase this plan through September 17th!!!
- Blue Plan - \$17.22 (45 meals @ BRC)
- Orange - \$8.61 (22 meals @ BRC)

You save between \$28 - \$70 with one of the above plans off the regular retail rate. Additionally, if you purchase the Buster Plan, you receive another \$50 of meals absolutely FREE, making your savings \$120!!!

Contact the INFO Desk today: [426.INFO\(4636\)](mailto:426.INFO@boisestate.edu)

\* Payroll deduct will be taken bi-weekly.

## EMPLOYEE LEARNING & DEVELOPMENT

Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resource Services is pleased to announce our Fall 2010 Learning and Development calendar. Register on-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeL&D@boisestate.edu](mailto:HREmployeeL&D@boisestate.edu).

### Data Warehouse Training (New User)

When: **2-4 p.m. September 14**

Where: **Academic Technologies (SMITC Room 209)**

### Data Warehouse Training (Refresher)

When: **2-4 p.m. September 15**

Where: **Academic Technologies (SMITC Room 209)**

A data warehouse has been purchased and is being implemented by Boise State. Training is being conducted to advance an environment where data is readily available to support all decision making processes: strategic planning, resource allocation, process

reinvention, program review and accreditation. The first module implemented provides reports on student data.

The data warehouse environment will allow users to:

- Find, explore and filter student data to fit their needs
- Provide a single source of truth (i.e., everyone sees the same numbers when the same parameters are used)
- Obtain information quickly

The student data comes directly from the PeopleSoft system and is transformed for reporting use within the data warehouse. Data is refreshed each night so you will see the most current data through the end of the prior day.

This training provides a two-hour overview to student data available in the data warehouse and allows participants to practice finding and extracting data from it. There are two levels of training. One for users who have previously been trained but need a refresher course. The other is for users who are new to the data warehouse environment. Training is limited to those who need to report on student information.

### Recruitment Process

When: **11 a.m.-noon September 15**

Where: **Academic Technologies (SMITC Room 210)**

Presenters: **Michelle Berard and Jordy LePiane, Human Resource Services Employment**

In this session, participants will learn to identify the difference between classified, professional, faculty and student employee recruitment, the steps in the hiring process, the reasons for those steps, and much more.....

### Time and Labor

When: **9-10 a.m. September 15**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Denise Ooley, Payroll**

Learn the steps to enter your time into Time and Labor on BroncoWeb. Time entry for the holiday season will be discussed in-depth. Participants who choose to stay through the end of the training also will receive instruction on how to manage and approve Time and Labor entry.

### Microsoft Excel Basic

When: **8 a.m.- noon September 16 and 23**

Where: **Academic Technologies (SMITC Room 209)**

Cost: **\$70**

Instructor: **Andy Lanning**

Topic 1 – An overview of Excel  
Topic 2 – Working with data in Excel  
Topic 3 – Managing worksheets  
Topic 4 – Creating a worksheet  
Topic 5 – Formatting the worksheet

### Processing Independent Contractor Payments

When: **10-11:30 a.m. September 21**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Lori Kolasch, Accounts Payable**

In this session, participants will:

- Learn how to identify which Payment for Services are for an Independent Contractor
- Receive an overview of the Independent Contractor Policy and Procedures
- Identify forms and contract requirements

### P-card Review Session

When: **1:30-2:30 p.m. September 21**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Anna Pollworth, P-Card Administrator**

This session provides an overview of p-card policy and procedure, including review of CCER (Wells Fargo's commercial card expense reporting tool for p-card management).

### **Designing Effective Surveys**

**When:** 11 a.m.-noon September 22

**Where:** Academic Technologies (SMITC Room 210)

**Presenter:** Marcia Belcheir, Institutional Analysis, Assessment and Reporting

This session will answer some basic questions about designing surveys including:

- Deciding on whether to use open-ended or closed-response survey items
- Understanding characteristics of good survey items
- Maximizing response rates

The steps needed to implement your own online survey at Boise State also will be covered.

### **Purchasing 101**

**When:** 1:30 - 2:30 p.m. - September 28

**Where:** Academic Technologies (SMITC Room 210)

**Presenter:** Greg Kunde, Purchasing

This session will provide an overview of the basic purchasing policies for procurement of goods and services, purchasing dollar limits, and when to use a P-card, requisition/purchase order, or contract.

### **Peace from Frustration**

**When:** 11:00 a.m. - Noon September 29

**Where:** Academic Technologies (SMITC Room 210)

**Presenter:** Ben Swanson, PhD, Counselor

How can we find peace of mind with all the frustrating things going on in our lives? This workshop will explore how we can find our own slice of peace pie.

### **Time and Labor**

**When:** 2-3 p.m. September 29

**Where:** Academic Technologies (SMITC Room 210)

**Presenter:** Denise Ooley, Payroll

Learn the steps to enter your time into Time and Labor on BroncoWeb. Time entry for the holiday season will be discussed in-depth. Participants who choose to stay through the end of the training also will receive instruction on how to manage and approve Time and Labor entry.

### **Healthy Meeting Walk and Talk**

**When:** Noon - 1:00 p.m. September 30

**Where:** In front of Norco Building

**Cost:** Free

**Presenter:** Jodi Brawley, Health Educator, University Health Services

Do you ever feel tired after sitting through a long meeting? Let's get outside, walk along the greenbelt, and discuss ways to make meetings healthier. Wear your walking shoes!

### **Information Security for Faculty and Researchers**

**When:** 1:00 - 2:00 p.m. September 30

**Where:** Academic Technologies (SMITC) 210

**Presenter:** Bob Henry, Information Security Officer

This session will focus on Identifying the student information, research data, and intellectual property that needs to be protected and how to protect that information.

### **Powerful Presenting**

**When:** 9:00 a.m. - Noon October 6

**Where:** SUB - Barnwell

**Presenter:** Dr. Heidi Reeder

As we move up organizational and social ladders, we are likely to find ourselves called upon to publicly present our ideas or educate a group. The purpose of this workshop is to discover the keys to effective and powerful presentations that engage and energize audiences. Specifically, participants in this workshop will be assisted in:

- \* Developing inspired and memorable presentations
- \* Gaining confidence as powerful presenters/public speakers
- \* Creating an environment that activates audiences' "whole brain"
- \* Responding positively and effectively to difficult audience members
- \* Make a significant and lasting impact on their audience

### **Creating a Culture of Respect**

**When:** 11:00 a.m. - Noon October 6

**Where:** SUB - Farnsworth

**Presenter:** Blaine Eckles, Director of Student Rights and Responsibilities

Description: TBA

If you have any questions regarding the above workshops, please call Angie Zirschky at 426-2936.

## **CENTER FOR PROFESSIONAL DEVELOPMENT**

The Boise State Center for Professional Development is pleased to introduce two new workshops to build your internet savvy. Both workshops make their debut on September 23rd at the times listed below.

**THE POWER of Your INTERNET BRAND** 10:30 a.m. - 12:30 p.m.

The power of brand cannot be underestimated. Your product or service is identified by consumers with your brand, and customers will use it to find you on the internet. Your sales are directly tied to the strength of your brand. Should you ever wish to sell your business, a large part of the value you receive will be based on the good will you have developed and the efforts you have taken to protect and defend your brand, its related trademarks, and domain names.

Hawley Troxell partner and Boise native Brad Frazer will lead an informative, interactive and entertaining two-hour session providing secrets to building value in your brand. You will learn legal tactics and tips to make sure you are doing all you can to maximize value in your brand and your company.

**SOCIAL MEDIA TOOLS** - Use What Works from 1:30 p.m. - 3:30 p.m. If "to tweet, or not to tweet?" is the question perplexing your organization, this workshop will open your eyes to specific social media tools that can help build the foundation for your B2B or B2C strategy in the real world and engage your audience in new ways.

Presenter Christine Wilcox, is currently a communications and public affairs director for Albertson's LLC. Christine is also the owner of Mosaic Creative Services specializing in all types of communication for businesses ranging in size from mom and pop shops to Fortune 500 corporations.

These two workshops are part of the Center's POWER PACK Series providing just-in-time training that is topic-focused, of short duration, and modestly priced with high value. Sign up for three workshops at \$49.99 each and get the fourth workshop free!

For more information call (208) 426-3485, email [lynmoore@boisestate.edu](mailto:lynmoore@boisestate.edu) or visit <http://cpd.boisestate.edu> Click on POWER PACKS to view the full series.

## VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). Current vacancies at Boise State are listed below. For more information regarding state job openings, see the Division of Human Resources website at: <http://dhr.idaho.gov/>.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the top 10 listed on the appropriate Division of Human Resources register to apply for the positions listed below. **Job announcements are current and updated on our website located at:** <http://hrs.boisestate.edu/joblistings/classified/>. Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

**Professional Staff and Faculty Positions:** Call **Michelle Berard**, **426-3170**, or visit Human Resource Services / Employment's website at <http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

## OPPORTUNITIES OPEN TO ALL APPLICANTS None at this Time

## OPEN TO Classified State of Idaho Employees Until Filled (Including BSU)

- Building Facility Coordinator – Student Union
- Building Facility Specialist – Student Union
- Custodian – University Housing
- Customer Service Representative 1 – University Housing
- Event Technical Coordinator – Student Union
- Financial Technician – Campus Services
- Laboratory Materials Supervisor – Chemistry
- Landscape Technician – Facilities, Operations & Maintenance
- Management Assistant – Vice President for Undergraduate Studies

Boise State University prohibits discrimination in educational and employment opportunities, services, and benefits on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, or sexual orientation. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Employment Opportunity and Affirmative Action at (208) 426-1979. For inquiries specifically related to sex discrimination and/or Title IX of the Education Amendments of 1972, please visit our website at <http://www.boisestate.edu/generalcounsel/titleix.shtml> or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

## NEW HIRES

- Ashlee Anderson - Intercollegiate Athletics Men, Director, Student-Athlete Enhancement Program
- Michelle Carney - Ctr for Sch Imprv/Policy Studies, Assoc Dir, Prof Dev/DMT Researcher

- Hao Chen - Electrical Engineering, Assistant Professor
- Daehwan Cho - Communication Department, Assistant Professor
- Max Davis-Johnson - Information Technology, Associate Vice President, Information Technology
- Susan DeBaugh - SHIP, Medical Claims Examiner
- Marie-Anne de Graaff - Biology Department, Assistant Professor
- Cecile Evans - Nursing Department, Assistant Professor
- Jane Grassley - Nursing Department, Associate Professor
- Bryan Griggs - Student Housing, Maintenance Craftsman, Senior
- Alex Jackson - Philosophy Department, Assistant Professor
- Scott Ki - BSU Radio-KBSU, Host/Reporter
- Sarah Litowich - Campus Recreation, Coord, Aquatics Programs
- John Mehl - Institutional Analysis, A&R, Business Analyst, Senior
- David Peterson - College of Engineering, Business Manager
- Mandi Pierce - Student Housing, Technical Records Specialist 2
- Shelly Prochaska - Intcollegiate Athletics-Women, Assistant Coach, Softball
- Mary Puccio - Honors Program, Administrative Assistant 2
- John Rillie - Intercollegiate Athletics Men, Director, Men's Basketball Operations

## DEPARTURES

- Roberto Amieva - Intercollegiate Athletics
- David Bailey - Communications Department
- Kimberly Bohrer - Childrens Center
- Aubry Briggs - Registrar's Office
- Bradley Campbell - BSU Radio – KBSU
- Tetsuya Ehara - Modern Languages & Literatures
- Angelina Evans - Registrar's Office
- Rebecca Faulds - Intercollegiate Athletics Men
- Monica Flores - Childrens Center
- Rocio Galvan - Registrar's Office
- Virginia Gilbert - Nursing Department
- Molly Gribb - Civil Engineering
- Jenifer Johnson - Mail Services
- Genevieve Ludwig - Campus Recreation
- Cheryl Mahoney - Registrar's Office
- Kyle Medley - Student Housing
- Kevan Miller - Mail Services
- Tudor Mitroi - Art Department
- Anabel Navarro - CMEC College Asst Migrant Prog
- William Rainford - School of Social Work

## PROMOTIONS

- Margaret Beierle - Assoc VP Student Affairs, Management Assistant
- Denis Drouillard - Fac Oper & Maint Grounds, Landscape Technician, Sr
- Jennifer Kahl Regner - Electrical Engineering, Manager, Research Fabrication
- Aimee Mickelsen-Hall - Registrar's Office, Program Information

## TRANSFERS

- Denise Fitelson - Nursing Department, Administrative Assistant 1
- Sharon Miller - Intercollegiate Athletics Men, Customer Service Rep



## RETIREMENTS

- Ingrid Brudenell - Nursing Department
- Joy Kidwell - English Department

### Work Study Positions & Employees

To advertise Work-Study or non-Work-Study positions for students, use our new and improved web-based posting system, BroncoJobs at: <http://career.boisestate.edu>. Click on Employers Post Your Jobs Here (located under the quick links). Then register for a new account.

To hire a Work-Study student employee, complete the Work-Study Employee Action Form Request at: <http://career.boisestate.edu/SEWorkStudyEmployeeActionFormRequest.htm>. We will complete the verification process and return the form to you to complete and submit to Human Resource Services.

To hire, change salary, or separate/terminate a student employee (non- Work-Study), complete the [Employee Action Form Non-Work-Study Students](#). To separate or change salary for Work-Study student employees, complete the [Employee Action Form for Work-Study Students](#).

For additional information on hiring a student employee, visit <http://career.boisestate.edu/SEHandbook-Supervisor.htm> or contact the Career Center at 426-1747.

## CAMPUS RECREATION Heather Carlson

### Facebook

Become a Fan on Facebook, just click <http://www.facebook.com/reqs.php#/pages/Boise-ID/Boise-State-Campus-Recreation/55273220688?ref=ts>

### Twitter

Follow us on Twitter at: <http://twitter.com/BoiseStateRec>.

### Pavette Inflatable Kayaking

Come experience Idaho's rivers from a new perspective. Inflatable kayaking offers a new and different twist to kayaking. We will spend the day learning some basic kayaking maneuvers such as eddy turns and learning to read basic whitewater. The trip dates is September 11, with a registration deadline of September 5. Cost is \$35. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>.

### Sand Volleyball Tournament

Registration Period ends September 7. Play Begins: September 12. Entry Fee: \$15 per team. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>

### Tennis League

Registration Period: ends September 7. Play Begins: September 13. Entry Fee: \$5 per person. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>

### Flag Football League

Registration Period ends September 7. Play Begins: September 12. Entry Fee: \$35 per team. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>

### Instructional Program Free and Class Week

We know you love our drop-in classes but how about Pilates, Hoop Dance, Boot Camp, Yoga Therapy, and others? Challenge yourself to learn a new skill or brush up on an old one. Throughout each class you will receive expert training from a dynamic instructor. You will progress through the session with the same group of classmates. Want to know what these 3-week and 8-week classes are all about before you sign up? Come try them out during Free

Class Week, September 13-17. Free classes will run on the regularly scheduled days, as listed with each class. This is a great opportunity to meet the instructors and get a feel for the class, prior to registering. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>.

### Group Ex Bingo

Try our twist on an old game! Pick up your card at the Service Desk. Cross off squares by attending your favorite fitness classes, and maybe some classes you have never tried! Prizes will be awarded for two or more full rows completed. Bonus prizes will be awarded to anyone who fills his or her entire card! Registration ends September 9, with the incentive running for the month of September. Cost to play is FREE! For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>

### Gravity Training System (GTS) Demonstrations

Learn more about the benefits of the Gravity Training System and meet our GTS trainer, Jill Waters, at one of these free information sessions. Held in the Fitness Testing and Training Room, these sessions are drop-in, and pre-registration is not necessary. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>

### Drop-In Body Compositions

A three-site body composition test using skin fold calipers. Body composition refers to the relative percentages of body weight comprised of fat mass and fat-free or lean body mass. Participants leave with an explanation sheet of body composition and guidelines for healthy ranges. Drop-in dates are: Sep 8, Sep 9 and Nov 8 from 11am-1pm; Oct 4, Oct 5 and Nov 9 from 5:30pm-7:30pm. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>

## CELEBRATION OF THE 2010 GOVERNOR'S AWARDS IN THE ARTS

Governor C. L. Butch Otter and First Lady Lori Otter and the members of the Idaho Commission on the Arts invite you to attend the Celebration of the 2010 Governor's Awards in the Arts. The ceremony and reception will be held at the Egyptian Theatre on Thursday, September 23. The Reception will be held from 5:00 – 6:00 pm and the Awards Ceremony at 6:30 pm. The Awards Ceremony will be followed by a Congratulatory Reception. The awards, given every two years, recognize and encourage excellence in the arts in Idaho and stimulate and support awareness of the arts throughout the state.



**2010 Classified Employee Recognition Luncheon** will be held on Wednesday, October 20, 2010. Watch for Details!