

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

November 18, 2010



PAYROLL UPDATES

Pay Period : 10/31/10 – 11/13/10
Pay Date : Friday, November 26

Pay Period: 11/28/10 – 12/11/10
Pay Date: Thursday, December 24 (final payday of the year)

- Direct Deposits will be made to employee accounts.
- Student paychecks will be available in Payment & Disbursement, or can be mailed to home address if Payroll is provided with a self-addressed envelope by Monday, December 20, 2010.
- Boise State will be closed on 12/27/10 and re-open on 1/3/2011.

Pay Period: 12/12/10 – 12/25/10
Pay Date: Friday, January 7, 2011

- Time must be entered by employees no later than 5:00 pm on 12/17/2010. Any necessary adjustments must be made by the manager/supervisor and time must be approved by 12/20/10 due to a narrow window of time to process payroll and meet all internal and external deadlines.

Any time not entered and approved by these deadlines will be paid on 1/26/2011.

Paper time sheets must be in the Payroll Office by noon on Monday, December 20, 2010. Any changes after that time will be made on the 1/2/11 paycheck.

For questions, please call Rex at 426-182, Denise at 426-3433, or Crystal at 426-3739.

FOOTBALL PASSING CONTEST Professional Staff Association

Do you throw like a [Boise State Quarterback](#) or do you throw like a [Vandal](#)? Now is your chance to prove it. Have you ever wanted to see just how far you could throw a football...while actually standing on a football field...with fellow staff watching...all while aiming at a tiny target? Wait no longer!!

On Tuesday, November 23 from 12:00 to 1:00, the Professional Staff Association is hosting the first BSU Employee Football Throw Challenge at the Caven-Williams Sports Complex between Bronco Stadium and Taco Bell Arena.

Staff & Faculty can enter. There is no registration. All you need to do is show up and get your game on. We will begin the competition at the five yard line. A target will be setup in the end zone. If you hit the target from five yards out, then you get to try from ten yards, then fifteen, and you get the idea. Fabulous prizes will be awarded to the contestants with the best distance!

So mark your calendars, tell your co-workers, come on out give it a try or just come out to support (or taunt) your fellow employees.... For more information, email staffevents@boisestate.edu

TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF representative, David Penrose, will be on campus Wednesday, December 1, from 8 am – 5 pm in the Foote Room/Student Union Building and on Thursday, December 2, from 8 am – 2 pm in Brink 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

COLONIAL LIFE – SUPPLEMENTAL HEALTH BENEFIT HRS Benefits Administration

Boise State University employees have the opportunity to participate in *COLONIAL LIFE Supplemental Health Programs*. These are voluntary and pay cash directly to you if you are injured or sick and unable to work. Benefits can help with loss of income, deductibles, co-payments or whatever else you choose. COLONIAL LIFE benefits are payroll deducted and are guaranteed renewable for life. These programs are based on a *group rate* and can be taken with you if you leave the employment of the University. The rates will not be increased. It pays like life insurance except pays while you are alive! The payments are made directly to you to spend as you need.

COLONIAL LIFE associates, Angie Bringham and Lynne Davies, will be on campus in the Student Union Building on Friday, December 3, 2010 from 9:30 a.m. to 12:00 p.m. in the Fisher Room. Drop by and learn how these plans fill in the gaps in your insurance.

FEE WAIVERS AND INTERSESSION HRS Benefits Administration

The tuition fee waiver can be used for courses taken during the Intersession. It is important to note that the Fee Waiver Policy will cover a maximum of nine (9) credits for the Intersession and Spring 2011 semester **combined**. The **fee waiver deadline** for the Intersession is **December 9, 2010**. The **fee payment deadline** for the Intersession is **December 17, 2010**. The **fee waiver deadline will be January 6, 2011 for the Spring 2011 semester**. Any fee waivers received after the fee waiver deadlines will be assessed a \$50 late fee.

If you have any questions, please contact Molly George (last name A-L) at 426-2898, or Nancy Regent (last name M-Z) at 426-4450.

EMPLOYEE LEARNING & DEVELOPMENT

Jerri Mizrahi – HRS Employee Learning
& Development Manager

Human Resource Services is pleased to announce our Fall 2010 Learning and Development calendar. For a complete listing and descriptions, visit:

<http://cedar.boisestate.edu/hrs/workshops/register.asp>. Register on-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu.

Self-Defense Training

December 2, 2010

11:00 a.m. - 1:00 p.m.

Student Union Building – Lookout Room

Personal Information Security

Tuesday, December 7, 2010

11:00 a.m. - Noon

SUB - Cataldo

Presenter: Bob Henry, BSU Information Security Officer

Cost: \$0

There is more to protecting your personal information than updating your computer with the latest patches and anti-virus software, though that is a good place to start. This presentation will focus on protecting both your "cyber-information" and your "hard-copy" information from the identify thieves.

Data Warehouse Training (new user)

12/10/2010

1:30 - 3:30 p.m.

Simplot Micron Building Room 209

A data warehouse has been purchased and is being implemented by Boise State and training is being conducted to advance an environment at Boise State University where data are 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 come directly from the PeopleSoft system and are transformed for reporting use within the data warehouse. The data are 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 level is for users who have been previously trained and who need a refresher course. The other level is for users who are new to the data warehouse environment. Training is limited to those who need to report on student information.

Managing the Stress Response

December 8, 2010

Noon - 1:00 p.m.

Student Union Building – Trueblood Room

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.

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 25 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.

OPPORTUNITIES Open to ALL APPLICANTS

- Office Specialist 2 – History Department, part-time

OPEN TO Eligible Employees Until Filled (Including BSU)

- Financial Technician – Student Life Finance Office
- Management Assistant – President's Office
- Technical Records Specialist 1 – College of Engineering

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.

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

- Donna Hatch - School of Social Work, Assistant Site Lecturer
- Reggie Japhet - Parking Specialist, Dept. of Public Safety, Risk Mgmt & Trans
- Peter Risse - Div of Extended Studies, Associate Dean, Extended Studies

DEPARTURES

- Lori Barker - Childrens Center
- Tiffany Coll - Intrcollegiate Athletics-Women

PROMOTIONS

- Patricia Pyke - Provost, Director, STEM Central STATION
- Monty Rigenhagen – Facilities, Operations & Maintenance, Maintenance, Electrical Foreman

TRANSFERS

- Rhonda Hughes – English Department/Intensive English Program

RETIREMENTS

- Paul Niemysk – Facilities, Operations & Maintenance

CAMPUS RECREATION Heather Carlson

Visit : <http://rec.boisestate.edu/> and check out Campus Recreation's homepage for a complete calendar and list of events.

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>

Learn to Swim

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

Xbox 360° NCAA Football Tournament

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

5 on 5 Pre-season Basketball Tournament

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

Wilderness First Aid

This seminar is being taught by the Wilderness Medicine Training Center (WMTC) and will certify the participants in the internationally recognized Wilderness First Aid curriculum. Cost is \$215. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/outdoor/adventure/programs.cfm>.

12 Days of Fitness

Stay motivated and stress-free this December. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/incentives/>.

Endurance Rides

This class is similar to our regular cycling class, but lengthened to 90 minutes. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/groupex/enduranceRide.cfm>.

Swim Idaho

Idaho is 305 mile wide. A swimmers mile is 1,650 yards. In order to cross Idaho you will have to swim 503,250 yards or 10,065 laps! This is a free incentive program. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

Fitness Testing and Training Specials

Purchase any Fitness Assessment and Program Design Combination and receive a \$10 off coupon for a follow-up Assessment and Program Design. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/training/>.

University Health Services Vy Boutdy

Employee Flu Shot Clinics

Flu Shot Clinics for all interested employees. The 2010 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus. If you had the H1N1 vaccine in 2009, this is safe to receive. Departments wanting to cover their employees for their vaccines need to contact Mary Kenworthy before September 24 with their department billing ID and the names of employees eligible for the vaccine.

When: Monday - Friday 8:00am-5:00pm (Tuesdays, 9:00am-5:00pm)

Where: University Health Services, Norco Building, check-in and pay at the 1st floor information desk

Fee: \$20 cash or check only. *Note: Insurance billing on your own (UHS is not responsible for insurance reimbursement rates and will not cover any discrepancies in reimbursement). Employee ID required.

Appointments: Drop-in, no appointment necessary.

For more information: Contact Mary Kenworthy, LPN at marykenworthy@boisestate.edu

2010 CAPITOL CHRISTMAS TREE LIGHTING

Governor C.L. "Butch" Otter and First Lady, Lori Otter invite you to join them for the 2010 Capitol Christmas Tree Lighting Ceremony on Monday, November 22, 2010 from 6:00 pm – 7:30 pm on the south steps of the Capitol at 700 West Jefferson in Boise.

For more information and to view the entire invitation, visit:

http://employee.idaho.gov/pdf/2010_Capitol_Christmas_Tree_Lighting.pdf.