HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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http://hrs.boisestate.edu/

PABLO COBLENTZ
NEW ASSISTANT VICE PRESIDENT
HUMAN RESOURCE SERVICES

Human Resource Services is pleased to announce that Pablo Coblentz has joined Boise State as the Assistant Vice President of Human Resource Services.

Pablo is a seasoned human resources leader and project manager with strategic and tactical experience in a fast-paced business environment. He has over 11 years of experience in all areas of HR, including strategic planning, succession planning, Six Sigma quality methodology and process improvement, performance management, compensation and benefit plan design, talent acquisition and management, change management and PeopleSoft HR systems administration and implementation.

Please join Human Resource Services in welcoming Pablo to the University.

PAYROLL UPDATES

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 <u>if</u> 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 1/7/11 paycheck.

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

TIAA-CREF
HRS Benefits Administration

Boise State's TIAA-CREF representative, David Penrose, will be on campus Tuesday and Wednesday, January 18 and January 19, from 8 am – 5 pm in the Fisher Room/Student Union Building an on Thursday, January 20, 2011 from 8 am – 2 pm in the Shipman 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 426-4450.

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. For example if you have family history of cancer, stroke or heart problems the Critical Illness plan pays cover these three. 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 Bringhurst and Lynne Davies, will be on campus in the Student Union Building on Friday, January 7, 2011 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 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

For a complete listing and description of Employee Learning & Development workshops, 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.

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

Jumpstart Your January
Just in time for your New Year's Resolution! During the entire month of January, we are extending use of Campus Recreation facilities and programs to all Boise State faculty, staff as well as Varsity B and Alumni Association members (and spouses) who are *not current Campus Recreation members.* Come play, swim, burn off some steam, or work towards your resolution and do it for free! Prize drawings and other incentives will help keep you motivated. To register, bring your University ID to the Service Desk in the Student Recreation Center. Passes will become active starting January 1, 2011.
For details, call 426-5674.

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

- Management Assistant – Communications & Marketing

TEMPORARY OPPORTUNITIES OPEN TO ALL APPLICANTS

- Event Worker 1 (Shuttle Driver) – Parking & Transportation
- Event Worker 1 – Parking & Transportation

TEMPORARY OPPORTUNITIES OPEN TO BOISE STATE EMPLOYEES ONLY

- Office Specialist 2 – Political Science Department

OPEN TO Eligible Employees Until Filled (Including BSU)

- Electrician – Facilities, Operations & Maintenance
- Financial Technician – Student Life Finance Office
- Management Assistant – Parking & Transportation
- Technical Records Specialist 1 – Admissions 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

- Trisha Garcia-Brown - Counseling Center, Social Worker
- Peter Risse - Division of Extended Studies, Associate Dean, Extended Studies

DEPARTURES

- Sona Andrews - Provost & Vice Pres for Academic Affairs
- Amy Elliot - Albertsons Library
- Diane Foote - Center for School Improvement & Policy Studies
- Garry Girado - Facilities Operation & Maintenance
- Andrew Hickman, - Athletics
- Scott Hobbs -Athletics Men
- William Jarocki – College of Social Sciences & Public Affairs

PROMOTIONS

- Shaela Priaulx-Soho, Morrison Center for Perfm Arts, Director, Ticketing Relations

TRANSFERS

- Lyn Moore, Office of Technology Transfer, Program/Operations Coordinator
- Kim Pierce, Registrar's Office, Customer Service Representative 1

RETIREMENTS

- Jane Buser - Human Resource Services
- Benjamin Hambelton - Center for Teaching and Learning, Academic Technology
- G. Otis Kenny – Mathematics
- Leslie Rieger - Morrison Center for Perfm Arts