

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 12

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

July 26, 2011

In This Issue

[Dependent Child Tuition Assistance Program](#)

[New Employee Assistance Program Vendor](#)

[Tax Compliance Corner](#)

[ACE Pool Party](#)

[Shared Leadership Application](#)

[Employee Learning & Development Summer Schedule](#)

[Vacancies](#)

[New Hires, Departures, Transfers & Retirements](#)

[Campus Recreation](#)



Mark Your Calendar

Boise State's TIAA-CREF Representative, David Penrose, will be on campus Wednesday, August 17 from 8 am - 5 pm in the Cataldo Room, and on Thursday, August 18 from 8 am - 5 pm in the Chief Joseph Room. All rooms are located in the Student Union Building.

TIAA-CREF is currently updating their website. To schedule an appointment with David, call TIAA-CREF at 1-800-732-8353 from 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

DEPENDENT CHILD TUITION ASSISTANCE PROGRAM FORMS AND INFORMATION NOW AVAILABLE

The form for the Boise State dependent child tuition fee waiver pilot program is now available. Please review the policy guidelines and find the form at: <http://hrs.boisestate.edu/benefits/other.shtml#FeeWaiver>. Forms should be completed and sent to Human Resource Services, Admin 218, MS 1265, in person, by campus mail, or by fax - 426-3100.

The deadline for the dependent child fee waiver forms for the fall 2011 semester is **August 1, 2011**. Forms must be received by this date to avoid the \$50 late application fee.

Questions? Please call or email Molly George at mollygeorge1@boisestate.edu; 426-2898, or Jean Weber at jeanweber1@boisestate.edu; 426-4450.

NEW EMPLOYEE ASSISTANCE PROGRAM (EAP) VENDOR ComPsych Effective July 1, 2011

Our Employee Assistance Plan (EAP) provides all benefits-eligible employees and dependents with information and up to five free confidential sessions per plan year for personal support and counseling. If you or your family members have been using the EAP, then you will want to check with our new vendor, ComPsych, to make sure your current counselor is participating. ComPsych provides a wide variety of services, including assistance with marital, relationship, and family problems; stress management, anxiety and depression; grief and loss; job pressures and substance abuse.

For more information about ComPsych, call 877.427.2327 or Visit Guidance Resources Online at www.guidanceresources.com and enter our company ID: SOIEAP. For general information, visit: <http://adm.idaho.gov/insurance/insurance.html>.

TAX COMPLIANCE CORNER Alicia Estey, Director, Regulatory & Tax Compliance

Changes to Reimbursement Deadlines. Accountable Plan Policy 6290 has been revised to align with IRS requirements regarding reimbursements to employees. The new policy disallows processing of reimbursement requests for expenses incurred more than 120 days prior to the date the reimbursement request is submitted. Requests submitted more than 60 days after the expense is incurred will still be taxable; requests submitted more than 120 days after an expense is incurred will be returned to the employee unprocessed.

Taxable Reimbursements. Certain business related expenses reimbursed to employees (or paid on their behalf) are taxable. Once a month, Accounts Payable submits a report to Payroll showing taxable reimbursement(s) or payment(s). Once the report is received, Payroll arranges to withhold the additional tax due in the next pay cycle. The taxable reimbursement and additional tax appear on employee pay stubs as 'TX Travel' or 'Tax Fringe.'

To learn more about taxable reimbursements, please read the FAQs titled "Taxable Expenses" at the Tax Compliance website http://vpfa.boisestate.edu/process/tax-compliance/tax_faq.php. After reading the FAQs, if you still have questions, please contact Alicia Estey, Director, Regulatory and Tax Compliance, at aliciaestey@boisestate.edu.

ASSOCIATION OF CLASSIFIED EMPLOYEES POOL PARTY! Jamie Sheppard

The Association of Classified Employees (ACE) is an organization representing the entire classified staff of Boise State University. Every classified staff is automatically a member of the organization. There are no dues or fees. The focus of the organization is the concerns of classified staff as a whole. The ACE Senate would like every Classified Employee to SAVE THE DATE for a fun POOL PARTY event for you & your family. Thursday August 11, 2011. Stay tuned for more details to follow.

New Hires

Michelle Allen - Financial Aid, Customer Service Rep 1

Angela Baugher - Student Leadership & Greek Life, Coordinator, Fraternity/Sorority Life

Katie Bubak - Ctr for School Imp&Policy Studies, Research Assistant

Ralph Clare - English, Assistant Professor

Chris Cobbina - Intercollegiate Athletics Men, Director, Men's Basketball Operations

Glen Croft - Ctr for School Imp&Policy Studies, Research Assistant

Debbie DeRouen - Fac Oper & Maint, Grounds, Landscape Technician, Sr

Tracy Evangelista - Payment & Disbursement, Technical Records Specialist 1

Ben Finkbeiner - Intrcollegiate Athletics-Women, Assistant Coach, Women's Basketball

Kali Furman - Student Diversity & Inclusion, Program Coordinator

Patricia Hampshire - Early Childhood Studies/SpecEd, Assistant Professor

Katherine Huntley - History, Assistant Professor

Amanda Johnson - Public Policy & Admin, Assistant Professor

Amy Johnson - President's Office, Assistant Director, Government Relations

Departures

Jared Affleck - VP Finance & Administration

David Broderick - Enterprise Application Systems

William Browning - Modern Languages & Literatures

Matthew Haney - Geosciences

Craig Hemmens - Department of Criminal Justice

Promotions

Tina Freeman - Kinesiology, Administrative Assistant 1

Elizabeth Johansen - Geosciences, Management Assistant

Karl Krieger - Intercollegiate Athletics, Building Facility Spec

Retirements

Devan Cook - English

Paul Dawson - Mechanical & Biomedical Engr

2011/2012 SHARED LEADERSHIP Now Accepting Applications!

Are you looking for professional development opportunities for you or your staff? Do you want to find ways to gain a broader Boise State experience? If so, then we encourage you and your employees to participate in the 2011-2012 Shared Leadership program (participants must hold a permanent position).

A cross-section of Boise State University's campus community provides Shared Leadership participants with an opportunity to experience collaboration, networking, and partnering. An exchange of new ideas and diverse leadership experience amongst participants and session leaders creates an equalized and safe atmosphere where all viewpoints are valuable. Shared Leadership 2011/2012 will strive to meet its program purpose, goals and objectives in each session.

Application Information

For details, as well as the application form, see the Shared Leadership website, <http://www.boisestate.edu/sharedleadership/>.

Applications are due August 15, 2011! Completed applications should be submitted to Jerri Mizrahi, Learning and Development Manager, at jerrimizrahi@boisestate.edu or mail stop 1240.

Program Goal

By combining practical leadership tools with an in-depth view of the University's processes, Shared Leadership 2011/2012 will equip participants with the means necessary to make a significant contribution to the campus community and their individual departments.

Program Objectives

Shared Leadership will strive to:

- Combine practical leadership tools with a corresponding campus/community activity or speaker in every session.
- Provide participants a number of opportunities to take part as leaders, in either a real or hypothetical situation.
- Foster an atmosphere of collaboration and enjoyment so that partnerships and friendships may be established and an exchange of leadership experiences may take place.
- Make available an opportunity for participants to learn leadership skills and styles from a mentor inside or outside the campus community.
- Invest time, energy, and resources in the 2011/2012 program so that participants will in turn commit themselves wholly in the second year of their two-year commitment.

Time Commitment

Shared Leadership requires a 2-year commitment. The first year participants devote one day per month from September through May (excludes December) to take part in the Shared Leadership program. The second year, participants are responsible for designing and implementing the program for the following year's participants. Individual time commitment in the second year averages one-half day to one day per month, dependent upon committee involvement.

EMPLOYEE LEARNING & DEVELOPMENT Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resource Services Learning and Development is pleased to offer the following summer sessions open to all faculty and staff on campus. Register: On-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu for more information.

[Excel Advanced](#)

Date: 7/26/2011 and 7/28/2011

[WordPress for Site Administrators](#)

Date: 07/27/2011

[WordPress for Site Administrators](#)

Date: 08/16/2011

[WordPress for Site Authors](#)

Date :08/23/2011

SKILLSOFT – ON-Line-Training

SkillSoft Log-in: <http://boisestate.skillport.com/SkillPortFE/login/login.cfm>

User ID: "Employee ID Number"

Password: "welcome"

Other Offerings

| <u>Time and Labor</u> | <u>Date</u> | <u>Time</u> | <u>Building / Room</u> |
|-----------------------|-------------|-----------------|-------------------------------|
| | August 31 | 9:00 – 10:00 am | Simplot Micron Building / 210 |

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**.

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 Announcements Currently Open on the State Web Site

- Customer Service Representative 1 – University Health & Recreation
- Library Assistant 2 – Albertsons Library

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 2 – Campus Planning & Facilities
- Administrative Assistant 2 – Division of Extended Studies
- Administrative Assistant 2 – Provost/Foundations Program
- Human Resource Associate – Human Resource Services
- HVAC Specialist – Facilities, Operations & Maintenance
- Office Specialist 2 – Advising & Academic Enhancement
- Parking/Traffic Supervisor - Transportation
- Personnel Technician – Human Resource Services
- Sr. Transcript Evaluator – Registrars Office
- Technical Records Specialist 1 – Graduate Admissions & Degree Services

CAMPUS RECREATION Heather Carlson

Summer Memberships! Open Wheelchair Basketball, Summer Youth Lacrosse Camps, Adult Private Swim Lessons, and more!

The **CAMPUS RECREATION** website has information on Facebook, Twitter, Brown Bag Discussions, personal training and fitness testing specials and MORE! Visit <http://rec.boisestate.edu/> for complete schedules & descriptions and information on fitness workshops and education.

Construction Update

Due to the construction of the Lincoln Parking Garage addition, the intersection of Michigan Ave and Belmont St. will be closed beginning Friday, March 4th, until the completion of the project. Please be aware that there will be no pedestrian access to either the Norco Building or Student Recreation Center from the parking structure along Belmont Street. Please use University Drive and Michigan Avenue to access either facility. For more information regarding pedestrian, vehicle access and street parking availability, click <http://rec.boisestate.edu/construction.cfm>

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.

HR Links

Organizational Chart

<http://hrs.boisestate.edu/HRSorgchart.pdf>

Who to Call

<http://hrs.boisestate.edu/quickguide.shtml>

Shared Leadership

<http://www.boisestate.edu/sharedleadership/>

What's New in Human Resources

<http://hrs.boisestate.edu/news.shtml>

Continuing Professional Education SkillSoft

<http://hrs.boisestate.edu/td/skillssoft.shtml>

HRS Forms

<http://hrs.boisestate.edu/forms/>

University Health Services

<http://healthservices.boisestate.edu/calendar.cfm>

Women's Center

<http://womenscenter.boisestate.edu/>

Association of Classified Employees

<http://www.boisestate.edu/ace/>

Professional Staff Association

<http://www.boisestate.edu/prostaff/>