

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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Mark Your Calendar

Boise State's **TIAA-CREF** Representative, David Penrose, will be on campus Tuesday, September 20 from 8 am - 5 pm in the Cataldo Room, on Wednesday, September 21 from 8 am - 5 pm in the Cataldo Room, and on Thursday, September 22 from 8 am - 5 pm in the Foote 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.



LABOR DAY
September 5
BSU
CLOSED

CHILDREN'S CENTER ACCEPTING APPLICATIONS Hob Boazman – Director, Children's Center

The Children's Center is currently accepting applications for the upcoming school year. There are limited openings for 2 to 5 year-olds, depending on schedule needs. Contact the Center at 426-4404 or via email at children@boisestate.edu

Enrollment is offered to children of Boise State students enrolled in six or more credits, faculty, staff, adjuncts and alumni. Community members also will be considered if space permits. Priority is given to siblings of currently enrolled families.

The Children's Center is located at: 1830 Beacon Street, at the corner of Beacon Street and Oakland Avenue. Click here for a [University Map](#). Click here for [Driving Instructions to the Children's Center](#). Information about financial assistance is available.

2011 CLASSIFIED EMPLOYEE RECOGNITION LUNCHEON

On Thursday, October 20, 2011, Boise State University will honor Classified employees who have attained 5, 10, 15, 20, 25, 30 and 35 years of service at the University. The 2011 Classified Employee Recognition Luncheon will be held in the Simplot Ballroom/Student Union Building. Doors will open at 11:30 am and the program will begin at noon. Cost, menu selection and RSVP information will be published later. Please join the Association of Classified Employees (ACE) as we congratulate the following Honorees:

5 Year Honorees

Jose Aguilar
Jennifer Ambrose
Brittany Archuleta
Drew Asbury
Lynne Barnes
Norris Bennett
Curtis Blevins
Robert Bouy
Kimberly Brandt
Appie Brown
Margaret Butterfield
Cristin Carter
Donna Deason
Shawna Hanel

John Healas
Mary Hoglund
Cami Jefferies
Tyler Johnson
Kelley Johnston
Stephoney Krogel
Erika Kunz
Michael Lee
Sophia Luna
Jimmie Mays
Aimee Mickelsen-Hall
Sharon Miller
Stephanie Moran
Joyce North

Sally Paulson
Twyla Perkins
Lynelle Perry-Kolsky
Mark Raya
Joy Roberts
Terra Rossland
Andrew Rule
Robert Sisneros
Diane Smith
Gregory Stanley
William Stipe
Virginia Treat
Jean Weber
Elizabeth Wieneke
Verla Wilson

10 Year Honorees

Gary Anderson
Nathan Andrus
Michele Armstrong
Carl Fritz
Gregory Gaskill

Richard Hobart
Beverly Howard
Elizabeth Johansen
Norma Kindall
Justin Larson

Martha Plascencia
Aaron Radcliffe
Bryce Rathbun
Gary Rubusch
John Vance

New Hires

David Anderson - Biology Department, Lecturer
Teresa Carrigan - College of Education, Director, Idaho RADAR Network
Olga Castillo - Center for School Improvement, Administrative Assistant 1
Daniel Fologea - Physics Dept. Assistant Professor
Bryan Forsmann - Material Science & Eng Dept., Senior Technician
Ryan Gerulf - Alumni Relations, Assistant Director, Membership
Adam Goduto - University Advancement, Director, Annual Giving
Suzan Gore - Compensation Specialist, Human Resource Services
Tyler Harris - Stu Union & Stu Involvt, Accountant
Robert Heise - Public Safety, Risk Mgt & Trans, Parking/Traffic Supervisor
Casey Keck - English Dept. Assistant Professor
Jainab Khatun - College of Arts & Sciences, Research Associate
James Kroes - IT&SCM, Assistant Professor
Ilene McEnroe - Ed Technology, Admin Assist 2
Norman McMillan - Fac Oper & Maint, HVAC
Christina Moore - Intercollegiate Athletics Men, Head Coach, Cheer
Skydra Orzen - Intercollegiate Athletics, Assistant Coach-Volleyball
Carolyn Quintero - Div of Ext Studies Program, Student Svcs Coordinator
Jacqueline Robbins - University Housing, Custodian
Mary Rutherford - University Advancement, Director, Corporate/Donor Relations
Jesus Sandoval - Sponsored Programs, Sr Research Administrator
Regina Terrell - Registrar's Office, Sr. Transcript Eval
Michael Touchton - Political Science, Asst Professor
Sasha Wang - Mathematics, Assistant Professor
Darrin Woods - Human Resource Services, Personnel Technician

15 Year Honorees

Sharon Brown
Eric Christensen
Nancy Daugherty

Junice Eichelberger
Denise Fitelson
Lesley Goranson

Charles Haupt
Marilyn Rodriguez

20 Year Honorees

Lucinda Chumley
Mary Clemens
Suzetta Gibson
Rex Hadley

Gueneth Johnson
Debra Masoner
Sally Naranche
Orie Shreve

Anne Sorenson
Muriel Sower

25 Year Honorees

Janice Burkholder
Angela Garcia
Peggy Johnson

Dana Robinson
Richard St Clair

Larry Stolworthy
Lynn Swanson

30 Year Honorees

Eleanor Fisk
Helen Smith

35 Year Honorees

L. Lee
Peggy Medley

Newly Appointed Emeriti

Christine Borton
Mario Briseno
Wendy Downs

Marvel Palmer
Gwen Pittam
Jerry Robinson

Jane Sailor
James Stewart

Honorees, please e-mail camijefferies@boisestate.edu by Friday, September 9 how you would like your name to appear on your certificate.

DID YOUR DEPARTMENT HIRE A NEW EMPLOYEE?

***** CRITICAL *****

I-9'S & HIRING PAPERWORK

The Immigration and Naturalization Service requires that Section 1 of the I-9 Form be completed on or before the **first** day of employment. **The employee has three business days in which to provide documentation that he or she is eligible for employment, required in Section 2 of the I-9 Form. If the I-9 is not completed within the three-day time frame, federal statute requires the employee to be terminated from employment with Boise State University.**

All newly hired employees require an E-Verify check. E-verify is an Internet-based system operated by the Department of Homeland Security(DHS) and U.S. Citizenship and Immigration Services (USCIS) that enables employers to verify the employment eligibility of their employees, regardless of citizenship. E-Verify checks this information provided on an employee's I-9 form electronically against records contained in DHS and Social Security Administration (SSA) databases. Verification is only performed on a new hire who has accepted an offer of employment and completed an I-9 form.



Form I-9 Section 1 ONLINE!

<https://boisestate.tracker9.com/I9/TrackerI9/I9EmployeeForm.aspx?TabID=EMPLOYEELOGIN&I9Login=UG9c11311h4%2br0aC84SmL5XQmFEQA9bjGvqthKixmOn5pu4mqZ34jI5DZGbnVtVkpTvugTpPsHiVhLoCjOO%3d%3d>. Complete Section 1 of the I-9 form, print and bring with appropriate documentation to Human Resource Services, located in the Administration Building, Room 218.

I-9 Acceptable Documents:

http://hrs.boisestate.edu/forms/I-9_ListofAcceptableDocuments.pdf.

Departures

Amanda Ames - Administrative Accounting
Billy Boyd – University Health Services
Cami Clemo - Art Department
Travis Culbertson - Intercollegiate Athletics Men
Pamela Howard - Mathematics
Jennifer Hull - Electrical Engineering
Jeffrey James - CEEHS(Excellence in Env Hlth)
Kimberly Leeder - Albertsons Library
Sirisha Medidi - Computer Science Department
James Mosley - Fac Oper & Maint
H Mucher - University Health Services
Kevin Nuss - Civil Engineering
Pulok Pattanayak - Electrical Engineering
Sally Paulson-Novonty - Ctr for Sch Imp & Policy Studies
Josh Rizkowsky - Intercollegiate Athletics
Kathleen Sullivan - School of Nursing
Erwin Schwiebert – TechHelp
Matthew Storm - Sponsored Programs
Stephanie Wieger - Intercollegiate Athletics-Women
Breanna Wilson - Admissions
Ilhong Yun - Dept Criminal Justice

Promotions

Amy Jauregui - AVP of Student Affairs, Business Manager
Regina Jenkins - College of Arts & Sciences, Director, COAS Student Success
Christina Matthies - Registrar's Office, Sr. Transcript Evaluator
Aida Popovic - Treasury, Treasury Analyst
Megan Spurny - Respiratory Care, Assistant Clinical Professor
Tiffany Trader - Human Resource Services, Human Resource Associate

EMPLOYEE LEARNING & DEVELOPMENT

Jerri Mizrahi – HRS Employee Learning & Development Manager

Learning and Development offers a variety of personal and professional development sessions available to you for little or no charge. Browse our course offerings to find a session that will help you enhance or develop new skills. Course offerings include training and workshops in Software/Web Training, Time & Labor, Fiscal Procedures & Management, Communications, Personal & Professional Growth, and Supervision & Leadership. In addition, **SkillSoft, Books 24x7** offers Boise State employees **FREE** access to over 800 on-line courses in business and software skills. To browse and register for classes visit <http://cedar.boisestate.edu/hrs/workshops/login.asp>. Skill Soft On-Line Training can be found at: <http://boisestate.skillport.com/SkillPortFE/login/login.cfm> **User ID:** "Employee ID Number", Password: "welcome".

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

- Senior Maintenance Craftsman – College of Engineering

TEMPORARY OPPORTUNITIES OPEN TO ALL APPLICANTS

- Web Design Specialist – College of Engineering

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 1 - Bookstore
- Administrative Assistant 2 – Division of Extended Studies
- Building Facility Specialist – Athletics
- Financial Technician – Office of Sponsored Programs
- HVAC Specialist – Facilities, Operations & Maintenance
- Library Assistant 2 – Albertsons Library
- Office Specialist 2 – Advising & Academic Enhancement
- Office Specialist 2 – Department of Special Education
- Personnel Technician – Human Resource Services

CAMPUS RECREATION Heather Carlson

Instructional Fitness Programs, Masters Swim Team, the Cycle Learning Center, Open Wheelchair Basketball, & Volleyball Tournament, Flag Football League, Tennis League, Group Ex Bingo, New Personal Training & Fitness Pricing, Women Who Rock, advanced Climbing, Rappelling and Lead Climbing Skills Series! Campus Recreation has it all!

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