

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 14

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

August 31, 2011

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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.

## PAYROLL DEADLINES

Susan Eaton – Payroll Manager

Due to the Labor Day holiday, employees have until 12 noon on Tuesday, September 6, 2011, to complete time entry into the Time & Labor system.

**This applies only if you are required to report time to receive pay or report time off such as vacation or sick. Adjunct Faculty, please disregard this notice.**

The Time Approval deadline does not change. Approval must be completed by 10:00 am, Wednesday, September 7, 2011. **Questions? Please contact:**

Denise Ooley - 426-3433  
Crystal Pidgeon - 426-3739  
Susan Eaton - 426-3192  
Rex Hadley - 426-1812

**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](mailto: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

Due to a scheduling conflict, the 2011 Classified Employee Luncheon date has moved to Tuesday, October 25. 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  
Jenn Ambrose  
Brittany Archuleta  
Drew Asbury  
Lynne Barnes  
Norris Bennett  
Curtis Blevins  
Robert Bouy

Mary Hoglund  
Cami Jefferies  
Tyler Johnson  
Kelley Johnston  
Stephoney Krogel  
Erika Kunz  
Michael Lee  
Sophia Luna

Sally Paulson  
Twyla Perkins  
Lynelle Perry- Kolsky  
Mark Raya  
Joy Roberts  
Terra Rossland  
Andrew Rule  
Robert Sisneros

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**New Hires**

**Diana Bird** - Childrens Center, Teacher  
**Francine Bush** Childrens Center, Teacher  
**Amanda Clark**, Bookstore, Manger Twin Falls Bronco Shop  
**Kenneth Cross**, Enterprise Application Systems, Web Developer, Enterprise, Senior  
**Jeanette Kreider** - Childrens Center, Assistant Director  
**Jamie Mayes** - Childrens Center, Teacher  
**Raul Mendez** - University Health Services, Customer Service Rep 1  
**Mandi Nice-Lyons** - Childrens Center, Teacher  
**Michaelle Powell** - Human Resources, Personnel Tech  
**Karen Shelley** - Childrens Center, Teacher  
**Cody Spade** - Childrens Center, Teacher  
**Justin Thompson** - Childrens Center, Teacher  
**Brent White** -Campus Planning & Facilities, Administrative Assistant 2

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**Promotions**

**Mariel Dahlman** - University Health & Recreation, Technical Records Specialist

**Retirements**

**Kathie Blakeslee** - Educational Technology  
**Georgia Girvan** - College of Education  
**Jerry Robinson** - Fac Oper & Maint

**5 Year Honorees (continued)**

**Kimberly Brandt**  
**Appie Brown**  
**Margaret Butterfield**  
**Cristin Carter**  
**Donna Deason**  
**Shawna Hanel**  
**John Healas**

**Jimmie Mays**  
**Shannon McCormick**  
**Aimee Mickelsen-Hall**  
**Sharon Miller**  
**Sephanie Moran**  
**Joyce North**  
**Diane Smith**

**Gregory Stanley**  
**William Stipe**  
**Virginia Treat**  
**Jean Weber**  
**Elizabeth Wieneke**  
**Verla Wilson**

**10 Year Honorees**

**Gary Anderson**  
**Nathan Andrus**  
**Carrie Applegate**  
**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**

**15 Year Honorees**

**Sharon Brown**  
**Eric Christensen**  
**Nancy Daugherty**

**Junice Eichelberger**  
**Denise Fitelson**  
**Lesley Goranson**

**Charles Haupt**  
**Heather Meyer**  
**Marilyn Rodriguez**

**20 Year Honorees**

**Lucinda Chumley**  
**Mary Clemens**  
**Valencia Garrett**  
**Suzetta Gibson**

**Rex Hadley**  
**Gueneth Johnson**  
**Sue 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**  
**Nancy Williams**

Honorees, please e-mail [camijefferies@boisestate.edu](mailto: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=UG9c11311Ih4%2br0aC84SmL5XQmFEQA9bjGvqthKixmOn5pu4mqZ34jII5DZGbNVtVkpTvugTpPsHiVhLoCjOO%3d%3d>. Complete Section 1 of the I-9 form, then bring appropriate documentation to Human Resource Services, located in the Administration Building, Room 218, to complete the I-9 process.

#### **I-9 Acceptable Documents:**

[http://hrs.boisestate.edu/forms/I-9\\_ListofAcceptableDocuments.pdf](http://hrs.boisestate.edu/forms/I-9_ListofAcceptableDocuments.pdf).

### **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".



#### **Data Warehouse Training**

When: Friday, September 9, 2011

Time: 10:00 - 11:00 a.m.

Where: Simplot Micron Building Room 209

Cost: \$0

Seating Limit: 20

Register by: 09/06/11. Register on-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

This one-hour training session is designed to show academic departments how to obtain information on their majors from the data warehouse. The training will include a review of summary reports that are available in the data warehouse on this topic along with practice on how to get lists of students from the summary reports using "drill to detail." Please note that while 'drill to detail' is quite useful for general demographic information, some information on individual students (e.g., completion of prerequisites) is still best obtained through PeopleSoft back office.

The training is designed for users who have already received an overview of the data warehouse, though new users can still benefit. Participants must have a Data Warehouse account to attend. If you do not have an account, you can request one by contacting Debi Reininger at 6-1575 or [dreininger@boisestate.edu](mailto:dreininger@boisestate.edu)



#### **Travel and Expense System Training**

When: Tuesday, September 13, 2011

Time: 2:00 - 4:00 p.m.

Where: Simplot Micron Building Room 209

Cost: \$0

Register: On-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

This session will provide participants with an overview of the approver processes and instructions on how to enter the following into the Travel and Expense System:

- Travel authorizations
- Expense reports (travel & non-travel related)
- Prepaid expenses

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.

*Continuing Professional Education SkillSoft*

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

*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/>

*Campus Recreation*

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

## 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 THE PUBLIC Announcements Currently Open on the State Web Site

- Senior Maintenance Craftsman – College of Engineering
- Web Design Specialist – College of Engineering / Part Time

### TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 1 - Bookstore
- Administrative Assistant 2 – Division of Extended Studies
- Financial Technician – Office of Sponsored Programs
- Library Assistant 2 – Albertsons Library
- Office Specialist 2 – Advising & Academic Enhancement
- Office Specialist 2 – Department of Special Education
- Personnel Technician – Human Resource Services

### IPEA PUBLIC EMPLOYEE RECOGNITION PROGRAM CALL FOR NOMINATIONS Donna Yule – Executive Director, Idaho Public Employees Association

Nominations are open for the 4th quarter IPEA Public Employee Recognition Award. Do you work with someone special? A person who goes the extra mile to offer superb customer service? A person whose attitude inspires everyone around them? A person whose leadership unites the group? A person who always shoulders the biggest load? A person who thinks outside the box for the tools to solve the problem at hand?

This is your opportunity to recognize their contributions. The IPEA Public Employee Recognition Program was created to recognize the accomplishments of public employees throughout the state of Idaho on a quarterly basis. To nominate a co-worker, colleague or manager, please complete the nomination form and return it to the IPEA by September 9, 2011. Download the guideline booklet to find out how to nominate and how nominees are scored right [here](#).

Any classified or professional state employee can be nominated. The only state employees who are ineligible are employees of public schools, faculty of colleges and universities, and appointed public officials. So get the word out now because nominations for this quarter close on September 9th!

The winner of the award will receive a basket with Idaho products and services worth up to \$500 so this is definitely a great gift! This program was approved by the Idaho legislature in the 2010 session. (See [Idaho Code 18-1351](#))

Thank you for helping to locate another great Idaho public employee!