HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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http://hrs.boisestate.edu//

Mark Your Calendar

FEE WAIVER DEADLINE
Intersession &
Spring Semesters
December 16, 2011

HUMAN RESOURCE SERVICES

Pablo Coblentz 426-1502
Assistant VP
Carol Bugni 426-1576
Management Assist
Sally Naranche 426-1616
Customer Service

Affirmative Action
Marla Henken 426-1979

Benefits/Compensation
Sarah Jones 426-4417
Mary Naccarato 426-2044
Molly George 426-2898
Jean Weber 426-4450
Joan Thies 426-1648
Suzan Gore 426-1542

Employee Relations
Debi Alvord 426-1740
Andy Cover 426-4419

Employment
Michelle Berard 426-3170
Jordy LePiane 426-1536
Tiffany Trader 426-3648

HRIS
Christine McCoy 426-4698
Curtis Wilcox 426-1638
Noreen Camacho 426-1638
Debby Flores 426-2180
Theresa Bow 426-3432
Darrin Woods 426-1619
Michaelle Powell 426-3385
Rhonda Beal 426-4687

FORM W-2
Electronic Delivery
VP Finance & Administration / Payroll

Boise State University is required by the IRS to furnish employees with a Form W-2 Wage and Tax Statement each calendar year. The W-2 details an employee's taxable compensation and tax withholding amounts for the year and is used to complete the employee's annual income tax return. The default method of receipt is a printed and mailed form.

You may choose to receive your Form W-2 electronically rather than as a printed and mailed document. To receive your 2011 W-2 electronically, you must consent via BroncoWeb by Friday, January 20, 2012. (If you consented to electronic delivery after December 1, 2010, you do not need to consent again.)

To learn how to provide consent, go to:
http://vpfa.boisestate.edu/payroll/how-to-access-your-w-2-form/.

Why electronic delivery? You receive access to your W-2 sooner, save the university mailing costs, and still have the ability to print a hard copy of your W-2.

For questions regarding access to BroncoWeb, call the BroncoWeb Help Line at (208) 426-BWEB (2932).

For questions regarding electronic delivery consent, please contact Regan Walker in Payroll at (208) 426-3435 orrwalker@boisestate.edu.

YEAR-END REMINDERS
Regan Walker - Payroll

SUBMIT A NEW W-4 FORM FOR 2012
If your filing status, exemption allowances or exempt status has changed since your last W-4 Form was filed, update through Employee Self Service located on BroncoWeb or by going to www.irs.gov for a W-4 Form. Please submit the completed and signed form to Human Resource Services.

Nonresident Aliens
If you are eligible to claim a tax treaty benefit in 2012, you submit a new Form 8233.

If you have any questions, call Regan at 426-3435.

SUPPLEMENTAL RETIREMENT PLAN
Maximum Contribution Limits Increase 2012
Human Resource Services / Benefits Administration

University employees are eligible to participate in supplemental retirement plans. These plans are entirely employee funded and are in addition to the required plans. The IRS annual contribution limit for 2012 is increasing from $16,500 to $17,000. Those who are age 50 and older can contribute an additional $5,500 for a total of $22,500.

Employees enrolled in the ORP with either TIAA-CREF or VALIC as their mandatory retirement plan may defer up to $17,000 in both the 403(b) and 457(b) plans for a combined total of $34,000. Those who are age 50 and older may contribute up to $22,500 into each plan for a combined total of $45,000.

Employees enrolled in PERSI as their mandatory retirement plan may defer up to $17,000 in either a 403(b) or 401(k), but the combined contributions of these two plan types may not exceed $17,000. Those who are age 50 and older may increase that amount to $22,500. Additionally, employees may also contribute to a 457(b) with a limit of $17,000 for those under age 50 and $22,500 for those who are age 50 and older.

Payroll

Susan Eaton	**426-3192**
Rex Hadley	**426-1812**
Denise Ooley	**426-3433**
Crystal Pidjeon	**426-3739**
Regan Walker	**426-3435**

New Hires

Katie Atkinson - University Health Services, Licensed Practical Nurse
Rhonda Beal - Human Resource Services, Personnel Technician LSA
Kip Edwards - Excellence in Environmental Health, Safety/Health Consultant
Emily Hayman - History, Office Specialist 2
Brian Merrick - Enterprise Application Systems, Web Developer
Kent D. Randell - Library, Assist. Professor/Librarian

Departures

David Cox – Facilities, Operations & Maintenance
Amber Elwood - Facilities, Operations & Maintenance
Chelsea Herman - Intercollegiate Athletics Men
Raul Mendez – University Health Services

Promotions

Gay Barzee - Upward Boise, to Administrative Assistant 2
Jeanne Bustamante - Admissions, **to** Program Information Coordinator LSA
John Muir - Computing Services, to Software Application Administrator, Team Lead
Shannon Mahoney - Energy Policy Institute, to Business Manager

In Memoriam
Nancy Daugherty
Account Maintenance Center

Employees may start or change their biweekly deductions to supplemental retirement plans any time during the year by submitting the applicable salary reduction agreement http://hrs.boisestate.edu/forms/. For changes effective on the January 6, 2012, check, the form would need to arrive in Human Resource Services by 5:00 PM, Thursday, December 15. The completed forms can be faxed to 426-3100, or sent via Campus Mail, HRS, MS-1265.

Current participants may also change their supplemental retirement contribution amounts via BroncoWeb under the Employee Benefits Summary. Edits made via BroncoWeb are applied to the current pay period. Due to the closure week in December, changes should be made between the dates of December 11 and December 17 to be reflected on the January 6, 2012 check.

If you have questions or are interested in opening a supplemental retirement account, please contact our benefits staff at 426-2616, or via email Benefits@boisestate.edu.

HEALTH AND RECREATION
Vy Boutdy-Tatum

Events
Flu shots are available for all employees and their insured dependents over the age of 12. The 2011 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus. For more information: Contact John Griffiths at johngriffiths@boisestate.edu or Libby Greaney at libbygreaney@boisestate.edu or call our main line at (208) 426-1459.

The Bronco Health Initiative will begin January 9, 2012. Open to Boise State faculty and staff, this program will offer physical activity, nutrition education, and social support for employees looking to lose weight, decrease health risk factors, and improve overall health! A joint effort with The State of Idaho Department of Administration, participants will earn up to $200 in cash for successfully completing the program with additional perks and incentives. Call Lauren Thomas at (208) 426-2701, or e-mail at laurenthomas@boisestate.edu.

The Holiday Eating Workshop will introduce strategies to fight snacking during the holidays and give you some healthy holiday recipes to incorporate into your holiday break. Visit rec.boisestate.edu/reconline to register.

Wellness screenings can help you to identify protective and risk factors that are pertinent to your health. Screening Offerings: Cardiac Risk Panel (12 hours of fasting required), Body Composition, Heart Rate, Blood Pressure, and Chair Massage. Additional blood tests are available with physician orders. For More Information: healthservices.boisestate.edu/wellness/employee.

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 Employee Learning and Development on the Human Resource Services website.

Software / Web Training

Information Security for Faculty and Researchers Date: 12/8/2011

Time & Labor

Time and Labor Training - 9:00 - 10:00 AM Date: 12/7/2011

Communications

Think This Not That Date: 12/7/2011

Personal & Professional Growth

Dealing with Difficult People: Getting What You Want From People You Don't Get Along With 12/6/2011

Information Security for Faculty and Researchers Date: 12/8/2011

Continuing Professional Education SkillSoft
http://hrs.boisestate.edu/td/skillsoft.shtml

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.

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 **Tiffany Trader** at 426-3648 for additional information regarding **Classified** positions.
Call **Jordy LePiane** at **426-1536** for additional information regarding **Professional** positions.
*Call **Michelle Berard, 426-3170***, for additional information regarding **Faculty** positions.

Search Checklists Now Available for Professional/Faculty Hiring!

If you've found that navigating through the hiring process can be a bit of a challenge, please click on one of the links below and discover an easier way to track your progress. These checklists include all the major forms and procedures and give you a quick step-by-step illustration of the entire hiring process.

For Professional http://hrs.boisestate.edu/forms/SearchProcessChecklist_ProfessionalStaff.pdf
For Faculty http://hrs.boisestate.edu/forms/SearchProcessChecklist_Faculty.pdf

OPPORTUNITIES OPEN TO THE PUBLIC
Announcements Currently Open on the State Web Site

- Carpenter Foreman – Facilities, Operations & Maintenance
- Personnel Technician – Human Resource Services
- Technical Records Specialist 1 – University Financial Services

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 1 – Sociology Department
- Custodian, Leadworker – Taco Bell Arena
- Financial Technician – Upward Bound
- Management Assistant – Art Department
- Office Specialist 1 – Morrison Center
- University Shop Assistant – Art Department

CAMPUS RECREATION
Heather Carlson - Coordinator of Marketing and Promotions

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.

We invite you to check us out!

Swimming for Sweets
For details or to register, call 426-1131 or click http://rec.boisestate.edu/

12 Days of Fitness
For details or to register, call 426-1131 or click http://rec.boisestate.edu/fitness/incentives/.

Treat Yourself To A Massage
There is no better complement to a workout regiment than massage. Massages also make great gifts!
For details call 426-1131 or click http://rec.boisestate.edu/services/massage/.

Jumpstart January
During the entire month of January, we are extending use of recreation facilities and programs to all Boise State faculty, staff as well as Varsity B and Alumni Association members (and spouses/partners) who are not current recreation members. To register, stop by the Service Desk in the Recreation Center beginning January 1, 2012. For details call 426-5674.