### HUMAN RESOURCE SERVICES

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<tr>
<th>Role</th>
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<tr>
<td>Payroll</td>
<td>Regan Walker</td>
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<td>Accounting/Independent</td>
<td>Pablo Coblentz</td>
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<td>Nonresident Alien</td>
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<td>Professional Staff</td>
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<td>Andy Cover</td>
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<td>Employee Relations</td>
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<td>Suzan Gore</td>
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<td>Employment</td>
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<td>Michelle Berard</td>
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<td>Angie Zirschky</td>
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<td>Jordy LePlaine</td>
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<td>Tiffany Trader</td>
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<td>Human Resource</td>
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<tr>
<td>Christine McCoy</td>
<td>426-4698</td>
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<tr>
<td>Curtis Wilcox</td>
<td>426-1638</td>
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<tr>
<td>Noreen Camacho</td>
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<tr>
<td>Debby Flores</td>
<td>426-2180</td>
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<td>Theresa Bow</td>
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<td>Michaele Powell</td>
<td>426-3385</td>
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<td>Rhonda Beal</td>
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<td>Jerri Mizrahi</td>
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<td>Susan Eaton</td>
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<td>Rex Hadley</td>
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<td>Regan Walker</td>
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### NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

#### HUMAN RESOURCE SERVICES

- **Payroll**
  - Denise Stringer
  - Jerri Mizrahi
- **Learning & Development**
  - Crystal Pidjen
  - Regan Walker

#### Nonresident Aliens

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

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

#### PERFORMANCE EVALUATION DUE DATES

**Andy Cover – Employee Relations**

Human Resource Services would like to remind supervisors that Idaho Code and State Board of Education policy requires that all employees of the University have their performance evaluated on an annual basis. To facilitate these evaluations the University has established the following deadlines for completion of performance evaluations for professional and classified staff:

- **Professional Staff**
  - Annual performance appraisals should be conducted with each employee by March 1, 2012. In turn, these completed evaluations are due in Human Resource Services by March 16, 2012.
- ** Classified Staff**
  - Annual performance appraisals are to be completed by the employee’s anniversary date and completed evaluations delivered to Human Resource Services within two weeks after the evaluation. To assist supervisors Human Resource Services will send a written reminder to supervisors prior to the anniversary date.

Additionally, current evaluations will be necessary if the Legislature and Governor authorize a change in employee compensation for the upcoming fiscal year. If you have any questions regarding performance evaluations, please contact Andy Cover at 426-4419.

The link to the Performance Management Program and Evaluation Forms may be found at: [http://hrs.boisestate.edu/pfm/perfforms.shtml](http://hrs.boisestate.edu/pfm/perfforms.shtml).

#### CHANGES TO BSU POLICY 6150

**INDEPENDENT CONTRACT SERVICES**

Jennifer Martindale - Special Assistant to AVP Finance

Effective January 2012 BSU 6150- Independent Contractor Services policy and procedures have changed. The most significant change is a requirement to obtain formal approval of Independent Contractor status from Accounts Payable BEFORE the service start date. If this requirement is not met, the individual is required to be paid as an employee. Training sessions are being offered through Training & Development. Please visit [http://cedar.boisestate.edu/hrs/workshops/register.asp](http://cedar.boisestate.edu/hrs/workshops/register.asp) to sign up for a session.

Visit [http://vpfa.boisestate.edu/accounts-payable/independent-contractors](http://vpfa.boisestate.edu/accounts-payable/independent-contractors) for more information or email us at accounts-payable@boisestate.edu with questions!
If you plan to hire an employee who resides and intends to work outside of Idaho, that individual CANNOT BEGIN WORK until s/he receives special authorization from Human Resource Services (HRS). This is due to tax, workers’ compensation and other telecommuting considerations that must be addressed prior to such hiring.

Hiring managers should be aware that the authorization process can take up to 8 weeks depending upon the jurisdiction in which the employee is located. You may not proceed with an EAF for such an individual until you complete the authorization process and receive notice from Human Resources Services that your request has been approved.

For further information, please contact Debi Alvord or Andy Cover in Human Resource Services at 426-1616.

The importance of correct and timely completion of I-9’s cannot be overstated. The Immigration and Naturalization Service requires that Section 1 of the I-9 Form be completed, signed and dated on or before the first day of work by the employee. 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. Employees not in I-9 compliance will not be eligible to continue working at BSU.

Therefore, it is imperative that all supervisors insure that all new employees (including student employees) complete an I-9 Form in Human Resource Services (Administration Building, Room 218) on or before their first day of work.

Before an I-9 Packet for an International Student can be completed in Human Resource Services, the student must provide:

- Letter of Authorization (issued by International Student Services authorizing them to work)
- A Social Security Card or a Letter of Receipt from Social Security Administration indicating the student has applied for a Social Security Card. Students who provide a Letter of Receipt must bring their Social Security Card to Human Resource Services within 60 days or they cannot continue working
- An Unexpired Passport or Visa
- I-94 Form
- I-20 for F1 Visa or DS2019 for J-1 Visa. (Documents must be signed in blue ink)

It will take approximately 30 minutes for an international student to complete the I-9 packet. Please let your students know so they can plan their visit to HRS accordingly. Students can also call 426-1616 to schedule an appointment. Human Resource Services is open from 8 AM – 5 PM, Monday through Friday.

The Center for Professional Development is now offering Boise State University employees a 10% discount on a variety of courses.

Visit [http://www.boisestate.edu/extendedstudies/cpd/](http://www.boisestate.edu/extendedstudies/cpd/) to check out the Center for Professional Development’s NEW online courses and the many course offerings in Leadership & Management, Project Management, Business Communication, HR Management and Specialized Programs.

The new Power Pack Series begins Feb 7 and includes:

- High Stakes Presentations
- Make Every Customer Interaction Positive
- Master Challenging Customer Interactions
- Time Management Basics
- Nurture Yourself – Life/Work Balance
- Respectful Workplace
- Turn Team Conflicts into Teamwork

Detailed schedules for these courses and for other course offerings are located at: [http://www.boisestate.edu/extendedstudies/cpd/schedulebydate.html](http://www.boisestate.edu/extendedstudies/cpd/schedulebydate.html). Register by e-mailing Michelle Forsgren at micheleforsgren@boisestate.edu or by calling 426-3740.
CHILI FEED & QUILT RAFFLE 2012
ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE)

Save the date...**Wednesday, February 29**, 11:00AM to 2:00PM, for the 5th Annual ACE Chili Feed and Quilt Raffle. All proceeds for the event benefit the GoodWill Employee Fund. Tickets will be available for purchase the 1st week of February from the ACE Senate [http://orgs.boisestate.edu/ace/staff/](http://orgs.boisestate.edu/ace/staff/). More information and details will be available the 1st week of February. Stay Tuned!

**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 at: [http://hrs.boisestate.edu/ld/](http://hrs.boisestate.edu/ld/).

**“LET’S TALK” JANUARY & FEBRUARY SCHEDULE**

Denise Stringer - Learning & Development

“Let’s Talk” is an ongoing series of weekly 60-minute informational meetings on a wide variety of topics of interest to the Boise State University staff and faculty. To register for these sessions, please visit the online registration page at: [http://cedar.boisestate.edu/hr/worksheets/](http://cedar.boisestate.edu/hr/worksheets/). Let’s Talk” sessions are FREE!

**Date:** January 25, 2012  
**Session:** P-card Holder Review Session  
**Presenter:** Anna Pollworth, Purchasing  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** Simplot Micron Building, Room 210

**Date:** February 1, 2012  
**Session:** No Fear, Less Gear: How to Travel the World  
**Presenter:** Corrine Henke, International Learning Department  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** Simplot Micron Building, Room 210

**Date:** February 8, 2012  
**Session:** Fellowships, Assistantships, Travel Expenses, Scholarships, and other Third-Party Awards  
**Presenter:** Financial Aid Staff  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** Simplot Micron Building, Room 210

**Date:** February 15, 2012  
**Session:** Budget Basics  
**Presenter:** Karen Wargo, Budget Office  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** Simplot Micron Building, Room 210

**Date:** February 22, 2012  
**Session:** P-card Approver Role Review  
**Presenter:** Anna Pollworth, Purchasing  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** Simplot Micron Building, Room 210

**Date:** February 29, 2012  
**Session:** Think This, Not That  
**Presenter:** Jerri Mizrahi, Learning and Development  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Room:** Simplot Micron Building, Room 210

**Promotions**

Blaine Eckles - to Associate Dean of Students, Student Rights & Responsibilities

Kristen Fill – to Administrative Assistant 1, Chemistry

Robert Frannea to Application Engineer – Multimedia, Information Technology

Molly George – to Program Information Coordinator, Human Resource Services

Lesley Goranson – to Operations Manager, VP Finance & Administration

Steve Justus to Sr. Developer Analyst, Enterprise Application Systems

**Retirements**

Murel Sower – Albertsons Library

Michael Zirinsky – History Department
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/stateJobs.html.

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. Announcements listed may be used to fill both current and future vacancies.

- Call Tiffany Trader at 426-3648 for additional information regarding Classified positions. (http://hrs.boisestate.edu/joblistings/classified/).
- Call Jordy LePiane at 426-1536 for additional information regarding Professional positions. (http://hrs.boisestate.edu/joblistings/professional/).
- Call Michelle Berard, 426-3170, for additional information regarding Faculty positions. (http://hrs.boisestate.edu/joblistings/faculty/).

**PROFESSIONAL STAFF SPRING LUNCHEON & AWARDS CEREMONY**

MARK YOUR CALENDARS! On March 13, 2012, the Professional Staff Association will host the 30th Annual Spring Luncheon Awards Ceremony honoring Professional Staff members who have attained 5, 10, 15, 20, 25, 30 35 AND 40 years of service at the University. More information to follow.

Please join the Professional Staff as they congratulate the following employees:

**5 Years**
- Mara Affre
- Pamela Aishlin
- Adrian Bang
- Daniel Bixby
- Mary Breach
- Erin Bridges-Thorpe
- Michael Carr
- Robert Casper, Jr.
- Jennifer Cerda
- Sara Cordova
- Clayton Cox
- Lisa Cox
- James Crowley
- Patricia Curtis
- Matt Dimmitt
- Kira Fewkes
- Michael Gibson
- Jackie Girard
- Carolyn Goetz
- Maria Gomez De Amaro
- Cynthia Hall
- Nicole Harris
- Mark Hiemenz
- Jennifer Iuvone
- Amy Jauregui
- Jeffrey Jones
- Michael Journee
- Jennifer Kahl Regner
- Greg Kannenberg
- Lisa Kinnaman
- Keiko Knudson
- Seth Kuhlman
- Heather Little
- Erinn McCandless
- Joan Meitl
- Rodney Miller
- Maureen Moore
- Monty Moreland
- Clayton Morgan
- Patricia Murphy
- Josua Nehring
- Bruce Newcomb
- Roxanne Nichols
- Diana Nydegger
- Matthew O'Brien
- James Ogle
- Eric Orton
- Felice Otero
- Kelly Palmer
- Rosemary Reinhardt
- Craig Roberts
- Kristine Sansing
- Robert Seal
- Nanette Selland
- Michelle Smith
- Mary Stone
- Sam Strother
- Scott Taylor
- Eric Thorpe
- Christina Tondevold
- Chad Watson
- Jennifer Wheeler
- Eric Wierzbicki
- Curtis Wilcox
- Judith Wojcicki
- Nathan Wood

**10 Years**
- John Betts III
- Raquel Brown
- Bryan Chesbro
- Steven Justus
- Gregory Kaltenecker
- Jerri Mizrahi-Drewes
- Maura Rasmussen
- Cynthia Rice
- Gabriel Rosenvall
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.

Jumpstart January
Come play, swim, burn off some steam, or work towards your goals, and do it for free! Register, stop by the Service Desk in the Recreation Center beginning January 1, 2012. For details call 426-5674.

Masters Swim Team
For details call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Fitness Instructional Programs
For details call 426-1131 or click http://rec.boisestate.edu/fitness/instruction/4Week.cfm.

Intramural Sports
For details call 426-1131 or click http://rec.boisestate.edu/intramurals/signupSched.cfm.

Treat Yourself To A Massage
For details or to register, call 426-1131 or click http://rec.boisestate.edu/services/massage/.

Learn to Swim
For details or to register, call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Swim Idaho
For details or to register, call 426-1131 or click http://rec.boisestate.edu/aquatics/programs/.

Personal Training
For details call 426-1131 or click http://rec.boisestate.edu/fitness/training/personal.cfm.

Climb A Wall
For details call 426-1946 or click http://rec.boisestate.edu/outdoor/climbing/.