HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 19, Issue 1 | Boise State University | January 20, 2012

http://hrs.boisestate.edu//

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

Compensation/Benefits
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
Geri Murrey 426-1617

Employment
Michelle Berard 426-3170
Angie Zirschky 426-2936
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
Michaelle Powell 426-3385
Rhonda Beal 426-4687

Learning & Development
Jerri Mizrahi 426-4418
Denise Stringer 426-2417

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

YEAR-END REMINDERS!
Regan Walker - Payroll

For those individuals claiming exemption from federal income tax for 2011 on their W-4, the exemption expires February 16, 2012. A new W-4 Form needs to be completed by February 7, 2012, to continue claiming the exemption from withholding in 2012. If a new W-4 Form is not submitted by February 7, 2012, Federal Income Tax will be withheld as if the employee is single, with zero withholding allowances on the following pay cycle. Supervisors, please advise your students of these changes.

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 and 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 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.

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 to sign up for a session.
Visit http://vpfa.boisestate.edu/accounts-payable/independent-contractors/ for more information or email us at accounts-payable@boisestate.edu with questions!

Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose, will be on campus Tuesday, February 21, 2012, from 8AM-5PM in the Boyington Room, Wednesday, February 22 from 8AM-5PM in the Brink Room, and Thursday, February 23 from 8AM-5PM in the Boyington Room. 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 a 426-2898

IMPORTANT NOTICE REGARDING HIRING
Debi Alvord – Director, Human Resource Services & Employee Relations

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.

I-9 PACKETS

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.

CENTER FOR PROFESSIONAL DEVELOPMENT
Michelle Forsgren – Manager of Public Programs

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/ 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. Register by e-mailing Michelle Forsgren at michelleforsgren@boisestate.edu or by calling 426-3740.

New Hires

Mary Aagard – Albertsons Library, Faculty
Ronald Beckman – VP Finance & Administration, Tax Accountant
Tim Brim – Computing Services, Systems Engineer
Mark Coyle – Intercollegiate Athletics Men, Executive Director of Athletics
Britta Ernst – Division of Extended Studies, Administrative Assistant 2
Amanda Hanson – Center for School Improvement, & Policy Studies, Administrative Assistant 2
Greg Lane – Enterprise Application Systems, Developer Analyst
Daniel Massimino – Center for School Improvement & Policy Studies, Statewide Technology Coordinator
John McDonald – General Counsel, Export Controls & Conflict Resolution
Geri Murrey – Human Resource Services, Employee Relations Specialist
Sandra Steward - Enterprise Application Systems, Developer Analyst
Jennifer Weaver – Psychology, Assistant Professor

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

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/. 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/td/.

"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/hrs/workshops/. 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

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://hrearchProcessChecklist_Faculty.pds.boisestate.edu/forms/Sf

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

10 Years

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

Health & Recreation
Vy Boutdy-Tatum

Nutrition Labels Decoded
Date: Wednesday, Feb 1
Registration:
healthservices.boisestate.edu/calendar

Freedom from Smoking
Date: Thursdays, Feb 2 – Mar 1
Registration
healthservices.boisestate.edu/calendar

Brown Bag Lunch Series

Goal Setting
Date: Tuesday, Feb 7
Registration:
healthservices.boisestate.edu/calendar

Supplemental Information: Facts on Supplementing
Date: Wednesday, Mar 14
Registration:
healthservices.boisestate.edu/calendar

Ergonomics for Pain Relief
Date: Thursday, April 12
Registration:
healthservices.boisestate.edu/calendar

Employee Wellness Screening
Date: Friday, Feb 10
Registration:
healthservices.boisestate.edu/calendar
More Information:
healthservices.boisestate.edu/wellness/employee

Women's Center
Kali Furman

B Active! National Girls & Women in Sports Day Celebration
Date: Wednesday, Feb 1
More Information:
http://womenscenter.boisestate.edu/.
.

Ileana Cordova
Fatima Cornwall
Heidi DeBruler
Scott Duncan
Diana Garza
Camille Mongelli Swarts
James Nelson
Andrew Newman
Kimberly Page
Aida Popovic
Stacia Rupp
Donna Snodgrass
Heather Sower
Terri Spinazza

15 Years

Janet Atkinson
Kirk Bates
Catherine Bishop
Stephen Henderson
Matthew Irvin
Thomas Lowther
Martin Lukes
Tisha Martin
Amanda Nelson
Susan Randall
James Reed
Kelli Rooney
Sherry Squires
Kimberly Thomas
Regan Walker

20 Years

Terry Day
Debra DeNinno
Diane Dragone
Kevin Israel
Lee Liberty
Gregory Randall
Stanley Smith
Ronald Williams

25 Years

David Jensen
Michelle Kelley
Janis McCurry
Maureen Sigler

30 Years

Thomas Ansbach
Nancy Rosenheim

35 Years

Glenda Hill

40 Years

Debi Alvord

UNIVERSITY HEALTH & RECREATION CENTER
Recreation Center
Heather Carlson

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! o 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 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/.