

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 19, Issue 1

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

January 20, 2012

## 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](http://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](mailto:accounts-payable@boisestate.edu) with questions!

### 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



### 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](mailto: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/SearchProcessChecklistProfessionalStaff.pdf>

**For Faculty**  
<http://hresearchprocesschecklistFaculty.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 Tondevoid
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](http://healthservices.boisestate.edu/calendar)

**Freedom from Smoking**

Date: Thursdays, Feb 2 – Mar 1

Registration:

[healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar)

**Brown Bag Lunch Series**

Goal Setting

Date: Tuesday, Feb 7

Registration:

[healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar)

Supplemental Information:

Facts on Supplementing

Date: Wednesday, Mar 14

Registration:

[healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar)

Ergonomics for Pain Relief

Date: Thursday, April 12

Registration:

[healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar)

**Employee Wellness Screening**

Date: Friday, Feb 10

Registration:

[healthservices.boisestate.edu/calendar](http://healthservices.boisestate.edu/calendar)

More Information:

[healthservices.boisestate.edu/wellness/employee](http://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

**15 Years**

Janet Atkinson  
Kirk Bates  
Catherine Bishop  
Stephen Henderson  
Matthew Irvin

**20 Years**

Terry Day  
Debra DeNinno  
Diane Dragone

**25 Years**

David Jensen  
Michelle Kelley  
Janis McCurry  
Maureen Sigler

**40 Years**

Debi Alvord

Camille Mongelli Swarts  
James Nelson  
Andrew Newman  
Kimberly Page  
Aida Popovic

Thomas Lowther  
Martin Lukes  
Tisha Martin  
Amanda Nelson  
Susan Randall

Kevin Israel  
Lee Liberty  
Gregory Randall

**30 Years**

Thomas Ansbach  
Nancy Rosenheim

Stacia Rupp  
Donna Snodgrass  
Heather Sower  
Terri Spinazza

James Reed  
Kelli Rooney  
Sherry Squires  
Kimberly Thomas  
Regan Walker

Stanley Smith  
Ronald Williams

**35 Years**

Glenda Hill

**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/>.