

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 19, Issue 2

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

January 27, 2012

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

EXPANDED EMPLOYEE COMPLIANCE CERTIFICATION PROGRAM NEW STUDENT EMPLOYEES

Debi Alvord – Director HR & Employee Relations

Last December, Human Resource Services revised its Compliance Certification Program (CCP) for newly hired (non-student) employees. We are now ready to include student employees in this program and will implement these changes immediately.

Briefly, here's what the new process looks like:

1. Student is hired and sent to HRS to complete their I-9.
2. While the student is in HRS to complete the I-9, they will be given a Compliance Certification Program Document (attached). This document explains the CCP program and instructs the student to go to a website and complete the University's Compliance Certification Program for Student Employees.
3. Once the student completes the Compliance Certification Program steps, s/he is instructed to sign the Certification Statement and return it to their supervisor for further processing.
4. The supervisor is then instructed to sign the document and return it to HRS for our compliance certification records.

Please refer any questions to Noreen Camacho at 426-1638 or Debi Alvord at 426-1740. Thanks for your continued support and assistance in helping us to communicate this important process change.

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

New Hires

HyunMee Kang –

Communication Dept.,
Lecturer

Trevor Lujan –

Mechanical & Biomedical
Engineering, Assistant
Professor

Corey Simpson – CMEO

Educational Talent Search,
Coordinator, IT Systems

Jake Upham – Art Dept.,

University Shop Assistant

Mason Vail – Computer

Science Dept., Visiting
Lecturer

Maureen Wiseman –

University Financial
Services, Technical Records
Specialist I

Departures

Mary Adams –

Marketing & Finance Dept.

Kathleen Alters – Boise

State Public Radio

Kathy Martin – Marketing

& Finance Dept.

Brent Pease –

Intercollegiate Athletics

Thomas Puga, Jr. –

Admissions

Emily Schwing – Boise

State Public Radio

Darrin Woods – Human

Resource Services

Marcel Yates –

Intercollegiate Athletics

Promotions

Regina Leone – College of

Education, Assistant to the
Dean

Amanda Nelson –

Registrar's Office,
Associate Registrar

Dena Ross – Material

Science & Eng. Dept.,

Department Manager

Vidalina Smith – Boise

State Public Radio,

Assistant Membership

Manager

Torrance Thomas - Public

Safety, Risk Mgt & Trans

Tiffany Trader – Human

Resource Services,

Employment/Recruitment

Administrator

David Walker – History

Dept., Assistant Professor

Retirements

Linda Anooshian –

Psychology

Beverly Howard – Art

James Knapp – School of

Social Work

Linda Petichkoff –

Kinesiology

Gregory Raymond –

Political Science

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/performs.shtml>.

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” 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/>

Date: February 1, 2012

Session: No Fear, Less Gear: How to Travel the World

Presenter: Corrine Henke, International Learning Department

Description: Learn how to pack lighter, save money, and have a better time abroad.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

Cost: \$0

Date: February 8, 2012

Session: Fellowships, Assistantships, Travel Expenses, Scholarships, and other Third- Party Awards

Presenter: Financial Aid Staff

Description: Are you a department that offers educational benefits such as fellowships, assistantships, travel expenses, scholarships, or other third-party payments? Are you notifying the appropriate offices? Come join the financial aid staff and learn what paperwork is required and what offices need to be notified of such awards. We will also discuss how these benefits and other third party awards may impact the student's financial aid eligibility.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

Cost: \$0

Date: February 15, 2012

Session: Budget Basics

Presenter: Karen Wargo, Budget Office

Description: An introduction on how to get budget information from PeopleSoft reports and how to manage a department budget.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

Cost: \$0

Date: February 22, 2012

Session: P-card Approver Role Review

Presenter: Anna Pollworth, Purchasing

Description: This session is designed to provide an overview of the p-card approval and authorization procedure. Recommended for all current or new CCER Approvers or any staff member involved in managing p-card expense for their area.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

Cost: \$0



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

Women's Center Kali Furman

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

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

Date: February 29, 2012

Session: Think This, Not That

Presenter: Jerri Mizrahi, Learning and Development

Description: An interactive session focusing on how positive thought and positive action creates positive creation. We will create reframing language to assist in turning around common negative or challenging thoughts for both inner self and external (relationships). Participants will be able to identify the power of thought, challenge the voices in your head, use reframing to apply conscious language skills, and develop an action plan to track your journey.

Time: 11:00 a.m. – 12:00 p.m.

Room: SUB – Simplot A

Cost: \$0

Date: March 7, 2012

Session: Purchasing 101

Presenter: Greg Kunde, Purchasing

Description: This session will provide an overview of the basic purchasing policies for procurement of goods and services, purchasing dollar limits, and when to use a P-card, requisition/purchase order, or contract.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

Cost: \$0

Date: March 14, 2012

Session: Boise State Campus Master Plan – Present and Future

Presenter: James Maguire, AVP, Campus Planning

Description: This session will provide an overview of the current campus construction and the proposed changes for the future.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

Cost: \$0

Date: March 21, 2012

Session: The Keystone of Change

Presenter: Ben Swanson, University Health & Recreation Services

Description: Many people struggle with making sustainable healthy changes in their lives. Time and again people try to make changes only to fall back into old patterns and habits. This interactive workshop will help you understand what the keystone of sustainable change is and how to apply it to make lasting change possible.

Time: 11:00 a.m. – 12:00 p.m.

Room: Simplot Micron Building, Room 210

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/>).

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.

Masters Swim Team

For details call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

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://hreachProcessChecklistFaculty.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.

Fitness Instructional Programs

We know you love our drop-in classes but how about TRX, Boot Camp, Instructional Yoga, Hip Hop Show, and Zumba Toning? Come experience the above classes along with Epic Ski Conditioning, Basketball Bootcamp, X-Fit, Tread and Track or Stability and Mobility during Free Class Week January 30-February 3. The full 4-week session runs February 6-March 2, with an 8-week session running March 5-May 4. 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>.

FREE Bicycle Safety Assessment

Registration ends on January 30. For details call 426-RIDE or click <http://rec.boisestate.edu/CLC/events.cfm>.

Refresh Your New Year's Resolution

Now that we're through the holiday season and back to school and work, motivate yourself and your friends to get back on track with healthy habits and sign up for Refresh Your New Year's Resolution. Registration ends on February 3. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/incentives/>.

Reach Your Goals with Group Ex

Join us on January 25 from noon-1 p.m. in the Recreation Center Equipment Desk Lounge. Cost is \$5 for Members and \$10 for Non-Members. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/workshops/>.

FREE Drop-In Kayak Roll Sessions

For details call 426-1131 or click <http://rec.boisestate.edu/outdoor/adventure/programs.cfm>.

FREE Goal Setting Brown Bag Lunch Workshop

Come learn the basics about the multiple components of fitness. Get your questions answered by one of our certified personal trainers. Join us on February 7 from noon-1 p.m. in the Recreation Center Classroom. Cost is \$5 for Members and \$10 for Non-Members. For details call 426-1131 or click <http://rec.boisestate.edu/fitness/workshops/>.

Women Who Rock

Join us for our FREE exclusive women's only climbing nights. Each session offers a two-hour basic skills clinic for new climbers and open climbing for seasoned climbers. For details call 426-1131 or click <http://rec.boisestate.edu/outdoor/climbing/events.cfm>.

FREE Wheels Maintenance Workshop

The second offering of the Bicycle Brown Bag Maintenance Series, *Wheels #1* covers how to patch a tube, change out a tube and a few other common emergency repairs to keep you from getting stranded on the side of the road. Registration ends on February 6. For details call 426-RIDE or click <http://rec.boisestate.edu/CLC/events.cfm>.

BOISE STATE MEN'S TENNIS
Greg Patton – Men's Tennis Coach

Come join the fun and support Boise State's Men Tennis! All matches are free of charge.

Saturday, February 4, Boise plays Washington at the Boise Racquet & Swim Club located at 1116 North Cole Street.