PERFORMANCE MANAGEMENT OVERVIEW
Employee Relations

As Professional Staff evaluations are due March 1, 2012, Human Resource Services would like to invite you to a session dedicated to an overview of the University's performance management system for both Professional Staff and Classified employees. This informative session will provide a brief introduction of the system and highlight the key components of this important mechanism for creating and maintaining ongoing communication between employees and management.

This session is open to all employees and will hopefully answer any questions concerning the Performance Management System as well as offer a few pointers to supervisors along the way.

Sessions
February 7: 8:30 - 9:30 am, Simplot Micron 210
February 8: 1:30 - 2:30 pm, Hatch C / Student Union Building

Register at http://cedar.boisestate.edu/hrs/workshops/register.asp

EMPLOYEE VOLUNTARY RESIGNATION FORM
Michelle Beard - Employment

Attention Supervisors: Updated Employee Voluntary Resignation Form
Human Resource Services has recently updated the voluntary resignation form. This update will allow us the opportunity to better track and understand Boise State turnover and share this information with the State Division of Human Resources. Please ask employees who are voluntarily leaving the University to complete the Voluntary Resignation Form which is located at: http://hrs.boisestate.edu/employmentservices/voluntaryexit.shtml. Return the completed form to Human Resources. If you have any questions regarding this process, call Tiffany Trader at 426-3648.

RETIRED’S A BEACH
PERSI WORKSHOP
Benefits Administration

“Retirement’s a Beach,” an annual PERSI retirement information session, is scheduled for Wednesday, February 29, 8:30 am – 4:30 pm in the Simplot D Ballroom / Student Union Building.

This free, day-long workshop is for PERSI participants within 10 years of retirement. In this hands-on workshop, you’ll learn how to combine your PERSI Base and Choice Plan benefits with Social Security and other income sources for a rewarding retirement. You’ll explore the PERSI Base Plan with specific emphasis on the retirement estimate, early retirement factors and the annuity options available. Social Security, Medicare and other health care options are explored in great detail as are tax implications of retirement income, long-term care insurance, wills, trusts, and powers of attorney.

Attendees will be given a one hour break for lunch on your own. Due to space restrictions, those who have not attended this session in the past five years will be given priority registration.

REGISTRATION IS REQUIRED
Register at http://hrs.boisestate.edu/benefits/RABregistration.shtml by February 17. Your spouse may attend with you. Late registration will be accommodated on a space-available basis.

For additional information, or if you have any questions, contact Jean Weber at 426-4450, or email jeanweber1@boisestate.edu.
LOOKING FOR SAVINGS ON AUTO OR HOME INSURANCE?
Benefits Administration

If you are looking for savings on your auto or home insurance, or your policy is up for renewal, you may want to check out the rates available through Boise State's program. You may sign up at any time to access special group savings on your auto and homeowners insurance, with the option of paying premiums through convenient payroll deduction. You can request quotes and compare rates with any or all of these participating carriers: Liberty Mutual, MetLife, and Travelers. More details and contact information are available here: http://hrs.boisestate.edu/benefits/pdf/Auto_Home_Choice_Newsletter_2012.pdf. Call now and let the savings begin!

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://cedar.boisestate.edu/hrs/workshops/register.asp?category=54.

Excel Productivity Tips
Instructor: Andy Lanning
Excel Productivity Tips (if you’re self-taught, come to this class!) (this will apply to all new users and experienced users that are self-taught and never had formal essential spreadsheet training.)

Date: 02/28/12 and 02/29/12
Time: 9:00 a.m. - Noon
Place: ERB 1100 (Environmental Research Building)
Cost: $70
Enroll By: 2/26/2012

Excel Formulas and Problem Solving
Instructor: Andy Lanning

TOPIC 1 – WORKING WITH MULTIPLE WORKBOOKS
TOPIC 2 – ADVANCED FORMATTING AND FUNCTIONS
TOPIC 3 – AUDITING YOUR WORKSHEETS
TOPIC 4 – PRINTING EXCEL WORKSHEETS
TOPIC 5 – ADVANCED LAYOUT OPTIONS
TOPIC 6 – CHARTS AND DRAWING TOOLS
TOPIC 7 – ADVANCED CHARTING

Prereqs: Excel Basic or equivalent experience
Date: 03/06/12 and 03/07/12
Time: 9:00 - noon
Place: ERB 1100 (Environmental Research Building)
Cost: $70
Enroll By: 3/4/2012

Excel Pivot Tables and Macros
Instructor: Andy Lanning

This workshop will cover:
TOPIC 1 – FORMS AND PROTECTION
TOPIC 2 – MACROS
TOPIC 3 – TOOLS FOR POWER USERS
TOPIC 4 – ADVANCED FUNCTIONS
TOPIC 5 – AUDITING YOUR WORKSHEETS
TOPIC 6 – ADVANCED CHARTING

Prereqs: Excel Intermediate or equivalent experience
Date: 03/19/12 and 03/21/12
Time: 9:00 - noon
Place: ERB 1100 (Environmental Research Building)
Cost: $70
Enroll By: 3/17/2012
Microsoft Publisher
Instructor: Andy Lanning
Publisher flyers are a perfect and easy way to promote your event. In this class you will learn the design tricks and tools to make a professional looking flyer in a short amount of time.

Date: 3/20/2012
Time: 9:00 - noon
Place: ERB 1100 (Environmental Research Building)
Cost: $40
Enroll By: 3/18/2012

The following sessions are open to all faculty and staff for no charge.
Register online at cedar.boisestate.edu/hrs/workshops/login.asp

Time and Labor
Dates Offered: Feb. 15, March 14, March 28, April 11, April 25, May 9
When: 12 - 1 pm
Where: Simplot Micron Building, Room 210
Instructor: Denise Ooley, Payroll Services
Learn the steps to enter your time into Time and Labor via BroncoWeb and receive instruction in how to manage and approve Time and Labor entry.

P-Cardholder Review Session
Dates Offered: March 22, April 24, May 24
When: 11 am - 12 pm
Where: Simplot Micron Building, Room 210
Instructor: Anna Pollworth, Purchasing
This session provides an overview of p-card policy and procedure including review of CCER (Wells Fargo's Commercial Card Expense Reporting Tool for P-Card management). Recommended for all new or existing cardholders, or any staff member involved in managing p-card expense for their area.

P-Card Approver Role Review Session
Dates Offered: Feb. 22, April 17
When: 11 am - 12 pm
Where: Simplot Micron Building, Room 210
Instructor: Anna Pollworth, Purchasing
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.

“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. There is no cost to attend. To register for these sessions, please visit the online registration page at:
http://cedar.boisestate.edu/hrs/workshops/

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

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
If you’ve found that navigating 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

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/).

UNIVERSITY HEALTH & RECREATION CENTER

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Boise State Health Center: http://foursquare.com/venue/16543609