

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 19, Issue 3

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

February 1, 2012

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.

RETIREMENT'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.

HUMAN RESOURCE SERVICES

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Carol Bugni 426-1576
Mgmt. Assistant
Sally Naranche 426-1616
Customer Serv
Representative

Affirmative Action

Marla Henken 426-1979

Compensation/Benefits

Sarah Jones 426-4417
Mary Naccarato 426-2044
Molly George 426-2898
Jean Weber 426-4450
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Theresa Bow 426-3432
Michaelle Powell 426-3385
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Learning & Development

Jerri Mizrahi 426-4418
Denise Stringer 426-2417

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!



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



Performance Evaluations Due
In Human Resource Services
March 16, 2012

Boise State Closed
February 20, 2012

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

New Hires

Andrew Hamilton – Center for School Improvement & Policy Studies, Statewide Technology Coordinator/ID Leads

Alison Hege – Morrison Center, Office Specialist 1

Mary Hester – Enterprise Application Systems, Developer/Analyst

Jonathan Smith – Intercollegiate Athletics Men, Assistant Coach, Football

Departures

Karen Andreason – Energy Policy Institute

Diana Bird – Children's Center

Jeff Choate – Intercollegiate Athletics Men

Anthony Sherwood – Student Union

Promotions

Dixie Davis – to Business Operations Manager, College of Health & Sciences

Tiffany Hitesman – to Transcript Evaluator, Chief, Registrars Office

Alexis Rowland – to Business Operations Manager, Nursing Department

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

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://hsearchProcessChecklistFaculty.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.

Date: February 22, 2012

Session: P-Card Approver Role Review

Presenter: Anna Pollworth, Purchasing

Description: Session provides an overview of the p-card approval and authorization procedure. Recommended for all current or new CCEA 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

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. 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

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

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

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

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Become a Fan on Facebook: <http://www.facebook.com/BoiseStateRecreation>

Check-in on Foursquare

Boise State Recreation Center: <http://foursquare.com/venue/800212>

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