HUMAN RESOURCE SERVICES

Due to the upcoming Presidents’ Day holiday, the Time and Labor Time Entry deadline for pay period ending February 18, 2012, has been extended to 12 Noon on Tuesday, February 21, 2012. If you are required to use Time and Labor to enter hours to be paid, or to report time off, please keep this schedule change in mind.

The deadline for Time and Labor Time Approval will not change and will remain 10:00 AM Wednesday, February 22, 2012, to allow processing time for payroll.

If you are not required to use Time and Labor to record hours worked, or time off, please disregard this notice.

If you have any questions, please contact Denise Ooley at 426-3433, Crystal Pidjeon at 426-3739, Rex Hadley at 426-1812 or Susan Eaton at 426-3433.

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RETIREMENT’S A BEACH

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.

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ANNUAL CHILI FEED & QUILT RAFFLE

Tickets are now on sale for the annual ACE Chili Feed & Quilt Raffle on Wednesday, February 29, at St. Paul's Catholic Church on University Drive. Enjoy chili and all the trimmings from 11:00 a.m. - 2:00 p.m. Dr. Kustra has approved an hour’s release time, with supervisor approval, for employees to attend the Chili Feed. Cost is $5. Quilt Raffle Tickets are $2 each or six for $10. SPECIAL OFFER: 1 lunch ticket and 1 quilt raffle ticket for $6. This event raises funds for the ACE GoodWill Program which assists BSU classified employees whose paychecks are not large enough to cover the cost of food between paydays. Tickets can be purchased from any ACE Senate member (http://orgs.boisestate.edu/ace/staff/), or you may purchase at the door.

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Please contact Sally Naranche at 4419 with any questions.

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HRS REVIEW
NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 19, Issue 4
Boise State University
http://hrs.boisestate.edu/
February 14, 2012
Would you like to help? Donations to the Chili Feed are needed to help support the event. If you would like to donate a crock pot of chili, cornbread, cookies or cash, please call Lesley at 426-2226 or e-mail lesknight@boisestate.edu. Cash is always welcome to help purchase all the fixins. Please contact Debbie Porter at 426-3096 or e-mail debbieporter@boisestate.edu. Also seeking judges for our chili contest. Contact Rene Delaney at 426-5641 or by e-mail rdelaney@boisestate.edu for more information.

Buy your chili feed ticket, raffle tickets, and learn more about the Chili Feed and the GoodWill Program at the FACE of ACE booth in the Student Union Building on Tuesday, February 14 from 11:30 am – 1:30 pm.

Support a great cause, share a delicious meal with great company and have the opportunity to win one of two gorgeous Boise State quilts. See you there!

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**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](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

**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

**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**  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.

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“**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 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

**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 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

**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
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](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/](http://hrs.boisestate.edu/joblistings/classified/)).
- Call Jordy LePiane at 426-1536 for additional information regarding Professional positions. ([http://hrs.boisestate.edu/joblistings/professional/](http://hrs.boisestate.edu/joblistings/professional/)).
- Call Michelle Berard, 426-3170, for additional information regarding Faculty positions. ([http://hrs.boisestate.edu/joblistings/faculty/](http://hrs.boisestate.edu/joblistings/faculty/)).

**CENTER FOR PROFESSIONAL DEVELOPMENT**
Michelle Forsgren – Manager of Public Programs

The Boise State Center for Professional Development provides a discount of 10% for Boise State Employees to attend the Center’s continuing education workshops. This discount does not apply to ed2go online courses, specialized course materials, assessments or software (GRE, GMAT, SHRM Learning system, etc.).


Detailed schedules for these courses and for other course offerings are located at: [http://www.boisestate.edu/extendedstudies/cpd/schedulebydate.html](http://www.boisestate.edu/extendedstudies/cpd/schedulebydate.html). Register by e-mailing Michelle Forsgren at michelleforsgren@boisestate.edu or by calling 426-3740. Employees must use their Boise State email address when enrolling in order to get the 10% employee discount.

**UNIVERSITY HEALTH & RECREATION CENTER**

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Check-in on Foursquare
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Boise State Health Center: [http://foursquare.com/venue/16543609](http://foursquare.com/venue/16543609)