

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 19, Issue 4

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

February 14, 2012

HUMAN RESOURCE SERVICES

Pablo Coblenz 426-1502
Assistant VP
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
Idalia Gonzalez 426-2898
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

TIME & LABOR Presidents' Day Holiday Payroll

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.

The deadline for paper time sheets received in Payroll Office is 10:00 AM Tuesday, February 21, 2012.

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 Pidgeon at 426-3739, Rex Hadley at 426-1812 or Susan Eaton at 426-3433.

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.

ANNUAL CHILI FEED & QUILT RAFFLE Association of Classified Employees

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.

Payroll

Susan Eaton 426-3192
Rex Hadley 426-1812
Denise Ooley 426-3433
Crystal Pidgeon 426-3739
Regan Walker 426-3435



Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose**, will be on campus Tuesday, March 20, 2012, from 8AM-5PM, Wednesday, March 21, from 8AM-5PM, and Thursday, March 22, from 8AM-5PM. All sessions will be held in the Chief Joseph Room 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**

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!

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

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:

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

New Hires

Andrew Avalos –
Intercollegiate Athletics Men,
Assistant Coach Football

Jean Clifton – Financial Aid
& Scholarships, Technical
Records Specialist 1

Kelley Daugherty –
Admissions, Program
Information Coordinator

Tory Jamison – Information
Technology, Systems
Engineer

James Lake – Intercollegiate
Athletics Men, Assistant
Coach, Football

Lauren Oe – Student Rights
& Responsibilities, Student
Support Case Manager

Peter Quijas - Financial
Technician, University
Housing

Donald Whitehead –
Facilities, Operations &
Maintenance, Carpenter
Foreman

Departures

Matt Dimmitt –
Intercollegiate Athletics Men

Erin McCandless –
Bookstore

Chris Rushing –
Intercollegiate Athletics-
Women

Promotions

Elizabeth Gee – Biology
Department, PHD Program
Coordinator/Academic
Advisor

Andrew Giacomazzai –
College of Social
Science/Public Affairs,
Associate Dean

Patricia Lamb – Graduate
Studies-COBE, Director,
Career Start MBA

Robert Prince –
Intercollegiate Athletics Men,
Assistant Coach, Football

Transfers

Patricia Klein to Sociology,
Administrative Assistant 1

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.

“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

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/>).

**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.).

Visit <http://www.boisestate.edu/extendedstudies/cpd/> to check out the Center for Professional Development's NEW online courses and the many course offerings Leadership & Management Development, Applied Leadership, the PowerPack Series, Accounting & Finance Basics, Time Management Solutions, Project Management, Human Resource Management Development, and Specialized Professional Development.

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 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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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>