

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 17, Issue 15

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

September 10, 2010

## 2010 CLASSIFIED EMPLOYEE RECOGNITION LUNCHEON

On Wednesday, October 20, 2010, Boise State University will honor Classified employees who have attained 5, 10, 15, 20, 25, 30 and 35 years of service at the University. The 2010 Classified Employee Recognition Luncheon will be held in the Simplot Ballroom/Student Union Building. Doors will open at 11:30 am and the program will begin at noon. Cost, menu selection and RSVP information will be published later. Please join Human Resource Services as we congratulate the following Honorees:

### 5 YEAR EMPLOYEE

**Karen Andreason  
Jodie Brown  
Jennifer Cornwall  
Glenn DeSpain  
Paul Drumonds  
Marcy Dugger  
Donald Ekrut  
Brady Frederick  
Martha Greeson-Barreith  
Carlene Hansen  
Andrew Holsinger  
DeAnna Jones  
Lesley Knight  
Mary Larsen  
Kimberly Long  
Janet Lueck**

**Aaron Lunt  
John Matthews  
(Clyde) Bill Metcalf  
Oscar Moncada  
Carolyn Mussell  
Rose Marie Parsons  
Alison Sosnowski  
Ashley Spoerer  
Timothy Squires  
James Sutton  
Martha Wadley  
(Warren) Joe Waters  
Tim Watson  
David Weldy  
Linda Williams  
Lee Yates**

### 10 YEAR EMPLOYEE

**Janeen Baldassarre  
Walter Barber  
Nancy Bilbao  
Vern Booth  
John Cooknell  
Joe Fuson  
Nancy Hendersen  
Pamela Johnson  
Mary Kersten**

**Karl Krieger  
Ladislav Kucera  
Akberet Mehertab  
Virginia Moyers  
Connie Mumm  
Corilla Peterson  
Linda Platt  
Joyce Tompkins  
Terri Wilkins**

### 15 YEAR EMPLOYEE

**Debra Del Toro  
Marsha Hale  
Rhonda Hughes  
Teri Jo Rapp**

**John Newhouse  
Carol Reagle  
Jerry Robinson  
John Woodbury**

### 20 YEAR EMPLOYEE

**Shelly Doty  
Donald Howell  
Sandra Howell  
Rita Nuxoll  
Violet Pulley**

**Debra Reinger  
Carol Wilke  
Andrea Witters  
Rocky Yoneda**

### 25 YEAR EMPLOYEE

**Elizabeth Allen  
Linda Berntsen  
Faith Brigham**

**Marvel Palmer  
Timothy Potter**

### 30 YEAR EMPLOYEE

**Lorenda Hall**

**Janet Miller**

### 35 YEAR EMPLOYEE

**Theresa Coolidge**

**Kenneth Wiscombe**

Honorees, please e-mail [cbugni@boisestate.edu](mailto:cbugni@boisestate.edu) by Tuesday, September 21 how you would like your name to appear on your certificate.

## NCPERS OPEN ENROLLMENT HRS Benefits Administration

Boise State University employees, enrolled in PERSI as their retirement plan, may enroll in a voluntary supplemental life insurance plan through NCPERS. Open Enrollment for NCPERS begins September 1, 2010 and will continue through November 30, 2010. Enrollment information will be sent to eligible employees by campus mail the week of August 30. The enrollment form must be received in Human Resource Services, MS 1265, no later than Tuesday, November 30. For more information or enrollment forms, please contact Molly George at 426-2898 or Nancy Regent at 426-4450.

## IDAHO FLEXIBLE SPENDING FY10 Claim Filing Deadlines HRS Benefits Administration

Employees enrolled in an Idaho Flexible Spending account for FY '10, July 1, 2009 to June 30, 2010, have until September 13, 2010 to incur claims to their accounts. In order for health or dependent care claims to be accepted, they must either be postmarked (SHDR, PO Box 6400, Greenville, SC 29606), faxed (1-252-293-9048 or 1-252-293-9049), or emailed ([shdrflexclaims@shdr.com](mailto:shdrflexclaims@shdr.com)) to Stanley, Hunt, DuPree & Rhine, Inc. no later than **October 31, 2010**. The FSA claim form is available online at [http://adm.idaho.gov/insurance/forms/Idaho\\_FSA\\_Claim\\_Form.pdf](http://adm.idaho.gov/insurance/forms/Idaho_FSA_Claim_Form.pdf). FSA account information is accessible either online, [www.shdr.com](http://www.shdr.com) (User Name and Password required); via Interactive Voice Response 1-800-413-6706; or by calling 1-800-930-2441 or 1-800-768-4873 (Monday - Friday 8:00 am - 6:00 pm ET).

## TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF representative, David Penrose, will be on campus Tuesday, October 5, from 8 am – 5 pm in the Boyington Room/Student Union Building, on Wednesday, October 6, from 8 am – 5 pm in the Chief Joseph/Student Union Building, and on Thursday, October 7, from 8 am- 2 pm in the Boyington Room. You can schedule an appointment with David by calling TIAA-CREF at 1-800-732-8353 between 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

**WADDELL & REED**  
**HRS Benefits Administration**

Waddell & Reed, one of our 403(b) retirement vendors, invites you to the **Lunch-N-Learn Workshop: Global Rebalancing**. This workshop will focus on planning, tax management and investment issues. The workshop will be held on Thursday, October 14 from 12 to 1 pm in the Simplot B Room located in the Student Union Building. Please call or e-mail Lindsey Halvorson at 947-9000 or [lhalvorson@wradvisors.com](mailto:lhalvorson@wradvisors.com) for reservations (seating limited to 25). Lunch will be provided.

**\*\*\* CRITICAL \*\*\***  
**I-9'S & HIRING PAPERWORK**

The importance of correct and timely completion of I-9's cannot be overstated. The Immigration and Naturalization Service requires that Section 1 of the I-9 Form be completed on or before the **first** day of employment. **The employee has three business days in which to provide documentation that he or she is eligible for employment, required in Section 2 of the I-9 Form. If the I-9 is not completed within the three-day time frame, federal statute requires the employee to be terminated from employment with Boise State University.**

All newly hired employees require an E-Verify check. E-verify is an Internet-based system operated by the Department of Homeland Security(DHS) and U.S. Citizenship and Immigration Services (USCIS) that enables employers to verify the employment eligibility of their employees, regardless of citizenship. E-Verify checks this information provided on an employee's I-9 form electronically against records contained in DHS and Social Security Administration (SSA) databases. Verification is only performed on a new hire who has accepted an offer of employment and completed an I-9 form.

Therefore, it is imperative that all supervisors insure that all new employees (including student employees) complete an I-9 Form in Human Resource Services (Administration Building, Room 218). Non-compliance with INS requirements can result in fines to our institution.

To complete the I-9, new employees must provide proper identification. A list of acceptable documents can be found at: <http://hrs.boisestate.edu/forms/I-9>ListofAcceptableDocuments.pdf>. **Please note, laminated Social Security cards are not acceptable documents. If you additional information, please contact Human Resource Services at 426-1616.**

**EMPLOYEE LEARNING & DEVELOPMENT**  
**Jerri Mizrahi – HRS Employee Learning**  
**& Development Manager**

Human Resource Services is pleased to announce our Fall 2010 Learning and Development calendar. For a complete listing and descriptions, visit: <http://cedar.boisestate.edu/hrs/workshops/register.asp>. Register on-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeL and D@boisestate.edu](mailto:HREmployeeL and D@boisestate.edu).

**Data Warehouse Training (New User)**

When: **2-4 p.m. September 14**

Where: **Academic Technologies (SMITC Room 209)**

**Data Warehouse Training (Refresher)**

When: **2-4 p.m. September 15**

Where: **Academic Technologies (SMITC Room 209)**

**Recruitment Process**

When: **11 a.m.-noon September 15**

Where: **Academic Technologies (SMITC Room 210)**

Presenters: **Michelle Berard and Jordy LePiane, Human Resource Services Employment**

**Time and Labor**

When: **9-10 a.m. September 15**

Where: **Where: Academic Technologies (SMITC Room 210)**

Presenter: **Denise Ooley, Payroll**

**Microsoft Excel Basic**

When: **8 a.m.- noon September 16 and 23**

Where: **Academic Technologies (SMITC Room 209)**

Cost: **\$70**

Instructor: **Andy Lanning**

**Processing Independent Contractor Payments**

When: **10-11:30 a.m. September 21**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Lori Kolasch, Accounts Payable**

**P-card Review Session**

When: **1:30-2:30 p.m. September 21**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Anna Pollworth, P-Card Administrator**

**Designing Effective Surveys**

When: **11 a.m.-noon September 22**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Marcia Belcheir, Institutional Analysis, Assessment and Reporting**

**Purchasing 101**

When: **1:30 - 2:30 p.m. - September 28**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Greg Kunde, Purchasing**

**Peace from Frustration**

When: **11:00 a.m. - Noon September 29**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Ben Swanson, PhD, Counselor**

**Time and Labor**

When: **2-3 p.m. September 29**

Where: **Academic Technologies (SMITC Room 210)**

Presenter: **Denise Ooley, Payroll**

**Healthy Meeting Walk and Talk**

When: **Noon - 1:00 p.m. September 30**

Where: **In front of Norco Building**

Presenter: **Jodi Brawley, Health Educator, University Health Services**

**Information Security for Faculty and Researchers**

When: **1:00 - 2:00 p.m. September 30**

Where: **Academic Technologies (SMITC) 210**

Presenter: **Bob Henry, Information Security Officer**

If you have any questions regarding the above workshops, please call Angie Zirschky at 426-2936.

## 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/>.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the top 10 listed on the appropriate Division of Human Resources register to apply for the positions listed below. **Job announcements are current and updated on our website located at:** <http://hrs.boisestate.edu/joblistings/classified/>. Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

**Professional Staff and Faculty Positions:** Call **Michelle Berard**, **426-3170**, or visit Human Resource Services / Employment's website at <http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

### OPEN TO Classified State of Idaho Employees Until Filled (Including BSU)

- Building Facility Coordinator – Student Union
- Building Facility Specialist – Student Union
- Custodian – University Housing
- Custodian Leadworker - Facilities, Operations & Maintenance
- Customer Service Representative 1 – University Housing
- Event Technical Coordinator – Student Union
- Financial Technician – Campus Services
- Laboratory Materials Supervisor – Chemistry
- Landscape Technician – Facilities, Operations & Maintenance
- Management Assistant – Vice President for Undergraduate Studies
- Sr. Transcript Evaluator – Registrar's Office

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.

## NEW HIRES

- Cathy Deckys – Nursing Department, Clinical Instructor
- Mary Earley – Art Department, Assistant Professor
- JoAnn Gilpin - Campus Security/Police Service, Manager
- Jacquelyn Ismail – Center for School Imp & Policy Studies, Regional Mathematics Specialist

- Halleh McCullough - International Programs Office, Administrative Assistant 2
- Zachariah Teitler – Mathematics, Assistant Professor
- Marcus Wolfe – Music Department, Assistant Professor
- Dazhi Yang – Educational Technology – Assistant Professor
- Yunchuan Zhao – Nursing Department, Clinical Instructor

## DEPARTURES

- Olga Castillo - CMEO Bilingual Education
- Jose Cedillo - Public Safety, Risk Mgt & Trans
- Christopher Elijah - University Health

## PROMOTIONS

- Randy Mahurin - Telephone Services, Communication

## TRANSFERS

- Larry Bierle - Div of Ext Studies, Site Coordinator

## RETIREMENTS

- Carol Joyce - Accounts Payable
- Angus McDonald - College of Engineering

### Work Study Positions & Employees

To advertise Work-Study or non-Work-Study positions for students, use our new and improved web-based posting system, BroncoJobs at: <http://career.boisestate.edu>. Click on Employers Post Your Jobs Here (located under the quick links). Then register for a new account.

To hire a Work-Study student employee, complete the Work-Study Employee Action Form Request at: <http://career.boisestate.edu/SEWorkStudyEmployeeActionFormRequest.htm>. We will complete the verification process and return the form to you to complete and submit to Human Resource Services.

To hire, change salary, or separate/terminate a student employee (non- Work-Study), complete the [Employee Action Form Non-Work-Study Students](#). To separate or change salary for Work-Study student employees, complete the [Employee Action Form for Work-Study Students](#).

For additional information on hiring a student employee, visit <http://career.boisestate.edu/SEHandbook-Supervisor.htm> or contact the Career Center at 426-1747.

## CAMPUS RECREATION Heather Carlson

Visit : <http://rec.boisestate.edu/> and check out Campus Recreation's homepage for a complete calendar and list of events.