

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 3

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

January 28, 2011

## IMPORTANT NOTICE REGARDING HIRING Debi Alvord – Director, Human Resource Services & Employee Relations

If you plan to hire an employee who resides and intends to work outside of Idaho, that individual CANNOT BEGIN WORK until s/he receives special authorization from Human Resource Services (HRS). This is due to tax, workers' compensation and other telecommuting considerations that must be addressed prior to such hiring.

Hiring managers should be aware that the authorization process can take up to 8 weeks depending upon the jurisdiction in which the employee is located. You may not proceed with an EAF for such an individual until you complete the authorization process and receive notice from Human Resources Services that your request has been approved.

For further information, please contact Debi Alvord or Andy Cover in Human Resource Services at 426-1616.

## YEAR-END REMINDERS! Regan Walker - Payroll

### SUBMIT A NEW W-4 FORM FOR 2011

If your filing status, exemption allowances or exempt status has changed since your last W-4 Form was filed, update through Employee Self Service located on BroncoWeb or by going to [www.irs.gov](http://www.irs.gov) for a W-4 Form and submit the completed and signed form to Human Resource Services.

\*For those individuals claiming exemption from federal income tax for 2010 on their W-4, the exemption expires February 16, 2011. A new W-4 Form needs to be completed by February 7, 2011, to continue claiming the exemption from withholding in 2011. If a new W-4 Form is not submitted by February 7, 2011, Federal Income Tax will be withheld as if the employee is single, with zero withholding allowances on the following pay cycle. **Supervisors, please advise your students of these changes.**

### Nonresident Aliens

If you are eligible to claim a tax treaty benefit in 2011, you must submit a new Form 8233.

If you have any questions, call Regan Walker at 426-3435.



## ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE) Chili Feed & Quilt Raffle 2011

The 4th annual ACE Chili Feed and Quilt Raffle benefiting the ACE GoodWill Program will be held Friday, February 25. The Chili Feed helps raise funds to support the GoodWill Project that was created to assist Boise State classified employees whose paychecks are not large enough to cover the cost of food between paydays. It is a voucher system allowing eligible Boise State employees to get one or two free meals a week.

We are asking the Boise State community for assistance with this popular event. Can you donate a crockpot of chili, cornbread, cookies or CASH? Chili, bread, cookies, and drinks will be served. Thank you in advance for any help and support you can give.

For more information or to donate, please call Lesley at 426-2226 or Lisa at 426-3702.

## PERFORMANCE EVALUATION DUE DATES Andy Cover – Employee Relations

Human Resource Services would like to remind supervisors of the deadlines for performance evaluations for professional and classified staff.

**Professional Staff** evaluations are due in Human Resource Services by March 1, 2011. The link to the Performance Management Program and forms is: <http://hrs.boisestate.edu/pfm/perfforms.shtml>.

**Classified Staff** evaluations will continue to be processed on their annual anniversary dates. No salary increases are anticipated this year.

If you have any questions regarding performance evaluations, please call Andy Cover at 426-4419.

## COLONIAL LIFE – SUPPLEMENTAL HEALTH BENEFIT HRS Benefits Administration

Boise State University employees have the opportunity to participate in COLONIAL LIFE Supplemental Health Programs. These are voluntary and pay cash directly to you if you are injured or sick and unable to work.

COLONIAL LIFE associates, Angie Bringham and Lynne Davies, will be on campus in the Student Union Building on Friday, February 4, 2011 from 9:30 a.m. to 12:00 p.m. in the Fisher Room. Drop by and learn how these plans fill in the gaps in your insurance.

## TIAA-CREF HRS Benefits Administration

Boise State's TIAA-CREF Representative, David Penrose, will be on campus February 22 (Fisher Room), February 23 (Chief Joseph Room), and February 24 (Chief Joseph Room) in the Student Union Building. Appointments on February 22 and 23 are from 8 am – 5 pm and on February 24 from 8 am – 2 pm.

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 at 426-4417.

**SMOKE-FREE CAMPUS  
POLICY ENFORCEMENT PROCEDURES  
Vy Boutdy-Tatum – University Health Services**

For the health of our community, Boise State University is smoke-free. The smoke-free policy covers all University owned or controlled buildings, property, vehicles and parking lots, **surrounding sidewalks, the Friendship Bridge, and greenbelt section adjacent to campus.** For more details visit the [smoke-free campus map](#). As stated in the [Smoke-Free Campus Policy](#), Boise State University reserves the right to initiate disciplinary procedures against any individual found to be in continuous violation of this policy.

Due to an increase in complaints from individuals both on and off campus regarding smokers and trash (specifically along the Greenbelt), Boise State Campus Security, Student Affairs, and Human Resource Services will begin implementing smoke-free campus enforcement measures. Beginning the Spring 2011 semester, the University will augment the established campus community shared responsibility of enforcement by advising any student, employee, contractor, volunteer, or visitor who is smoking on University property about the University's smoke-free campus policy.

Visit the [Smoke-free Campus](#) page to check out the enforcement procedures. (Please have Smoke-free Campus link to: <http://healthservices.boisestate.edu/smokefree/enforcementProcedure.s.cfm>)

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

Human Resources Services Learning and Development invites you to view the complete Spring schedule or to register for a session, by visiting the Learning and Development website at: <http://cedar.boisestate.edu/hrs/workshops/> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

**Defensive Driving Course (DDC)**

**Wednesday, March 2, 2011** 8:00 a.m. - Noon  
SUB - Barnwell Room

Presenter: Larry McGhee, National Traffic Safety Institute  
Class Size Limit: 30 Register By: 02/28/2011  
Register Online at:

<http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

Risk Management & Insurance is pleased to announce a 4-Hour Defensive Driving Course (DDC) sponsored and taught by the National Traffic Safety Institute (NTSI).

This course is again being offered to employees and students who drive University owned or leased vehicles. The Office of Risk Management and Insurance administers the program and the instructor Larry McGhee, is NTSI trained and certified and has been teaching the course for the Idaho State Police.

The content of the class will focus on defensive driving of passenger vehicles, driver behavior, van safety, and life safety. Included in the 4-Hour DDC is a one hour segment that will address Van Safety and Operation of 12-Person vans and will certify those participants, **age 20 and up**, to drive University 12-Person vans.

This course is pursuant to University Policy 6825-C. In addition, the University receives a \$20 liability insurance premium credit from our State Insurance Administrator, after course completion, for all

university employee participants who drive university vehicles on a regular basis.

**Please bring your driver's license and a pen or pencil to the class.**

Questions concerning the course should be directed to Sybrina Bobo, Boise State Risk Management & Insurance ext. 63610 or email [sybrinabobo@boisestate.edu](mailto:sybrinabobo@boisestate.edu).

**Making the Most of Your Blue Cross Health Insurance Coverage**

Wednesday, February 23, 2011 Noon - 1:00 p.m.  
Simplot Micron Building Room 210

Find out how to make the most of your health insurance coverage by joining the Human Resource Services Benefits team and a representative from the Office of Group Insurance on Wednesday, February 23 at 12 p.m. for a one hour Brown Bag Luncheon Session in the Simplot/Micron building (SMITC), Room 210. Everyone is welcome to attend this seminar.

Discussion Topics:

- > Navigating the Blue Cross website
- > Accessing the Blue Cross provider networks
- > Reading a Blue Cross EOB statement
- > Reviewing claim information online
- > Wellness resources

To register, go

to, <http://cedar.boisestate.edu/hrs/workshops/login.asp>, type in your employee id number and click the login button. For more information, please contact Molly George at 426-2898 or [mollygeorge1@boisestate.edu](mailto:mollygeorge1@boisestate.edu).

**SKILLSOFT**

SkillSoft is an on-line learning allowing you to take advantage of **more than 800 e-Learning Courses.**

**SkillSoft Log-in:**

<http://boisestate.skillport.com/SkillPortFE/login/login.cfm>

**User ID:** "Employee ID Number"

**Password:** "welcome"

**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 25 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)**

- Administrative Assistant 2 – Biomolecular Research Center
- Box Office Manager – Athletic Ticket Office
- Building Facility Specialist – Intercollegiate Athletics
- Custodian Leadworker – Student Recreation Center
- Financial Technician – Student Life Finance Office
- Financial Support Technician – BSU Bookstore, Accounts Payable
- Management Assistant – Communications & Marketing
- Office Specialist 1 – Athletic Ticket Office
- Security Officer Supervisor – Campus Security/Police Services
- Technical Records Specialist 1 – Admissions 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**

- Barbara Beagles - Environmental Health & Safety, Manager
- Khadija Guet - Modern Languages & Literatures, Lecturer
- Andrew Hyer - Community & Environmental Health, Lecturer
- James Patrick - Morrison Center for Performing Arts, Executive Director, Morrison Center for Performing Arts

**DEPARTURES**

- Honorato Arteaga- Facilities, Operations & Maintenance
- Bryan Harsin - Intercollegiate Athletics Men
- Susan Latta - Art Department
- Caitlynn Leach - Campus Recreation
- Thomas Pauken - Modern Languages & Literatures
- Nancy Regent - Human Resource Services

**PROMOTIONS**

- Jodi Brawley - University Health Services, Assistant Director, Wellness Programs
- Heather Brust - University Advancement, Associate Vice President, University Advancement
- Michael Carr - Purchasing Department, Senior Buyer
- Morgan Davis - Chemistry Department, Lecturer
- Gene Eilebrecht - Public Safety, Risk Management and Transportation, Associate IT Systems Administrator

**RETIREMENTS**

- Charles Odahl - History Department
- Susan Parslow - Nursing Department

**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.

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**

**The CAMPUS RECREATION website has information on Facebook , Twitter, Brown Bag Discussions, personal training and fitness testing specials and MORE! Visit <http://rec.boisestate.edu/> for complete schedules & descriptions and information on fitness workshops and education.**

**Campus Recreation Food Corner**

For details, recipes, or to submit questions, click <http://rec.boisestate.edu/fitness/foodcorner/>.

**Endurance Rides**

For details, other dates, or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/groupep/enduranceRide.cfm>.

**4 on 4 Volleyball League**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

**5 on 5 Basketball League**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

**Racquetball League**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

**Belly Dance**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>.

**Learn to Swim**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

**Pilates**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>.

**Yoga Therapy**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>.

**Bowling League**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

**Advanced Climbing Techniques**

For details or to register, call 426-1946 or click <http://rec.boisestate.edu/outdoor/climbing/skills.cfm>.

**Boot Camp**

For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/instruction/>.