

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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

June 15, 2011

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Mark Your Calendar

Boise State's TIAA-CREF Representative, David Penrose, will be on campus July 20 in the Foote Room and on July 21 in the Cataldo Room / Student Union from 8 am – 5 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 426-2898.

Campus Recreation

Visit <http://rec.boisestate.edu/>

University Health Services

<http://healthservices.boisestate.edu/calendar.cfm>

Women's Center

<http://womenscenter.boisestate.edu/>

Senates

Association of Classified Employees

<http://www.boisestate.edu/ace/>
Professional Staff Association
<http://www.boisestate.edu/prostaff/>

COMPENSATION TIME PAYOUT

Payroll
Denise Ooley

The payout for hours accrued under "Pre Comp" (not "Comp") will be paid off on the July 8th paycheck. If you do not want the time paid off, the time will need to be used on or before June 25th.

The University is required to pay, in cash, unused compensatory time, or "comp" time, to employees who are considered "covered" under FLSA (the Fair Labor Standards Act). **This payment will be charged directly to the department's budget.** Comp time payments will impact the "Irregular Salary" budget. If there is insufficient budget in that category to cover comp time expense, please contact the Budget Office (426-1273).

Supervisors now have the ability to view leave balances for their direct reports, as well as the leave balances of employees within their departments, and also leave taken by their employees for the calendar year. At <http://brncoweb.boisestate.edu/> log onto BroncoWeb, BroncoWeb Main Menu, Self Service, Manager Self Service, Leave Balances - All Direct Reports.

Managers can require employees with comp time balances to schedule time off in order to use their comp time.

If you have questions, please contact Denise Ooley at 426-3433, Crystal Pidgeon at 426-3739, Rex Hadley at 426-1812 or Susan Eaton at 426-3192.

EMPLOYEE LEARNING & DEVELOPMENT

Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resource Services Learning and Development is pleased to offer the following summer sessions open to all faculty and staff on campus. Register: On-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu for more information.

Guiding People Through Change June 22, 2011 1:30 – 3:30pm Trueblood/Student Union

When people encounter a change at work, whether they perceive it as positive or negative, their response tends to follow a natural and predictable pattern. This workshop will review actions for management in guiding people through four change phases.

About the Presenter:

Kathy Drury-Bogle is an organizational development and corporate training specialist. She has a B.A. in communication, training and development. Drury-Bogle has more than 15 years of experience in the corporate business environment working in both large and mid-size companies. As an organizational development specialist, she has helped to improve communication and processes within organizations to boost management and employee productivity. She is certified as a PHR (Professional Human Resource) and is certified to administer the MBTI (Myers-Briggs Type Indicator) and DDI (Developmental Dimensions International) leadership skills training.

Defensive Driving June 22, 2011 8:00am – Noon Farnsworth/Student Union

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.

New Hires

Christen Best - Honors Program,
Management Assistant

Kelly Moylan - Sponsored
Programs, Senior Research
Associate

Darin Puffall - Theatre Arts
Department, Assistant Professor

Departures

Kellie Bergey - Printing &
Graphics Services

Austin Marsh - Nursing
Department

Lee Roetcisoender - Facilities,
Operations & Maintenance

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 9160. 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 Breck Skinner, Boise State Risk Management & Insurance ext. 65955 or email breckskinner@boisestate.edu.

WordPress Administrators

July 27 (Wednesday)

9:00 a.m. - Noon

Simplot Micron Building Room 209

Instructors: Teri Williams & Shad Jessen

Register: On-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu

This presentation is for site administrators who are responsible for maintaining WordPress sites and sub-sites ("Networks"), managing WordPress roles for other individuals, managing media libraries, and activating and configuring plugins and widgets. Site admins will also learn how to use the new Boise State WordPress template options, how to design and implement secure web forms, how to add tabular data, and how to use the Carrington Build framework for complex page layouts.

Note: The content of the "WordPress for Site Authors" class will be presented in the "WordPress for Site Administrators" session; there is no need to sign up for both classes.

WordPress Administrators

August 16 (Tuesday)

1:00 - 4:00 p.m.

Simplot Micron Building Room 209

Instructors: Teri Williams & Shad Jessen

Register: On-line at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu

This presentation is for site administrators who are responsible for maintaining WordPress sites and sub-sites ("Networks"), managing WordPress roles for other individuals, managing media libraries, and activating and configuring plugins and widgets. Site admins will also learn how to use the new Boise State WordPress template options, how to design and implement secure web forms, how to add tabular data, and how to use the Carrington Build framework for complex page layouts.

Note: The content of the "WordPress for Site Authors" class will be presented in the "WordPress for Site Administrators" session; there is no need to sign up for both classes.

Other Offerings

	<u>Date</u>
Excel Basic	7/12/2011 and 7/14/2011
Google Forms at Boise State	7/14/2011
Excel Intermediate	7/19/2011 and 7/21/2011
Excel Advanced	7/26/2011 and 7/28/2011
Guiding People Through Change	6/22/2011

	<u>Date</u>	<u>Time</u>	<u>Building / Room</u>
Time and Labor	July 6	1:30 – 2:30 pm	Simplot Micron Building / 210
Time and Labor	August 31	9:00 – 10:00 am	Simplot Micron Building / 210
Excel Basic	July 12 & 14	9:00am – Noon	Simplot Micron Building / 201
Excel Intermediate	July 19 & 21	9:00am – Noon	Simplot Micron Building / 209
Excel Advanced	July 26 & 28	9:00am – Noon	Simplot Micron Building / 209

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.

**Opportunities Open to ALL APPLICANTS
Announcements Currently Open on the State Web Site**

- Administrative Assistant 2 – Campus Planning & Facilities
- Personnel Technician – Human Resource Services

**TRANSFER OPPORTUNITIES FOR
CURRENT BSU EMPLOYEES**

- Administrative Assistant 1 – Educational Technology
- Administrative Assistant 1 – Kinesiology Department
- Customer Service Representative 1 – Financial Aid
- Facility Scheduling Coordinator – Athletics
- Human Resource Associate – Human Resource Services
- HVAC Specialist – Facilities, Operations & Maintenance
- Management Assistant – Center for Teaching & Learning
- Sr. Landscape Technician – Facilities, Operations & Maintenance
- Technical Records Specialist 1 – Payment & Disbursement
- Technical Records Specialist 1 – Registrar's Office

**CAMPUS RECREATION
Heather Carlson**

Youth Swim Lessons! Ballroom Dance, Yoga Therapy, Open Wheelchair Basketball and MORE!

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.

**SKILLSOFT – ON-Line-
Training**

SkillSoft Log-in:

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

User ID: "Employee ID Number"

Password: "welcome"