DEPENDENT CHILD TUITION ASSISTANCE PROGRAM FORMS AND INFORMATION NOW AVAILABLE

The form for the Boise State dependent child tuition fee waiver pilot program is now available. Please review the policy guidelines and find the form at: [http://hrs.boisestate.edu/benefits/other.shtml#FeeWaiver](http://hrs.boisestate.edu/benefits/other.shtml#FeeWaiver). Forms should be completed and sent to Human Resource Services, Admin 218, MS 1265, in person, by campus mail, or by fax - 426-3100.

The deadline for the dependent child fee waiver forms for the fall 2011 semester is August 1, 2011. Forms must be received by this date to avoid the $50 late application fee.

Questions? Please call or email Molly George at mollygeorge1@boisestate.edu; 426-2898, or Jean Weber at jeanweber1@boisestate.edu; 426-4450.

NEW EMPLOYEE ASSISTANCE PROGRAM (EAP) VENDOR

ComPsych Effective July 1, 2011

Our Employee Assistance Plan (EAP) provides all benefits-eligible employees and dependents with information and up to five free confidential sessions per plan year for personal support and counseling. If you or your family members have been using the EAP, then you will want to check with our new vendor, ComPsych, to make sure your current counselor is participating. ComPsych provides a wide variety of services, including assistance with marital, relationship, and family problems; stress management, anxiety and depression; grief and loss; job pressures and substance abuse.

For more information about ComPsych, call 877.427.2327 or Visit Guidance Resources Online at www.guidanceresources.com and enter our company ID: SOIEAP. For general information, visit: [http://adm.idaho.gov/insurance/insurance.html](http://adm.idaho.gov/insurance/insurance.html).

TAX COMPLIANCE CORNER

Alicia Estey, Director, Regulatory & Tax Compliance

Changes to Reimbursement Deadlines. Accountable Plan Policy 6290 has been revised to align with IRS requirements regarding reimbursements to employees. The new policy disallows processing of reimbursement requests for expenses incurred more than 120 days prior to the date the reimbursement request is submitted. Requests submitted more than 60 days after the expense is incurred will still be taxable; requests submitted more than 120 days after an expense is incurred will be returned to the employee unprocessed.

Taxable Reimbursements. Certain business related expenses reimbursed to employees (or paid on their behalf) are taxable. Once a month, Accounts Payable submits a report to Payroll showing taxable reimbursement(s) or payment(s). Once the report is received, Payroll arranges to withhold the additional tax due in the next pay cycle. The taxable reimbursement and additional tax appear on employee pay stubs as 'TX Travel' or 'Tax Fringe.'

To learn more about taxable reimbursements, please read the FAQs titled "Taxable Expenses" at the Tax Compliance website [http://vpfa.boisestate.edu/process/tax-compliance/tax_faq.php](http://vpfa.boisestate.edu/process/tax-compliance/tax_faq.php). After reading the FAQs, if you still have questions, please contact Alicia Estey, Director, Regulatory and Tax Compliance, at aliciaestey@boisestate.edu.

ASSOCIATION OF CLASSIFIED EMPLOYEES POOL PARTY!

Jamie Sheppard

The Association of Classified Employees (ACE) is an organization representing the entire classified staff of Boise State University. Every classified staff is automatically a member of the organization. There are no dues or fees. The focus of the organization is the concerns of classified staff as a whole. The ACE Senate would like every Classified Employee to SAVE THE DATE for a fun POOL PARTY event for you & your family. Thursday August 11, 2011. Stay tuned for more details to follow.

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Are you looking for professional development opportunities for you or your staff? Do you want to find ways to gain a broader Boise State experience? If so, then we encourage you and your employees to participate in the 2011-2012 Shared Leadership program (participants must hold a permanent position).

A cross-section of Boise State University's campus community provides Shared Leadership participants with an opportunity to experience collaboration, networking, and partnering. An exchange of new ideas and diverse leadership experience amongst participants and session leaders creates an equalized and safe atmosphere where all viewpoints are valuable. Shared Leadership 2011/2012 will strive to meet its program purpose, goals and objectives in each session.

**Application Information**
For details, as well as the application form, see the Shared Leadership website, [http://www.boisestate.edu/sharedleadership/](http://www.boisestate.edu/sharedleadership/).

**Applications are due August 15, 2011!** Completed applications should be submitted to Jerri Mizrahi, Learning and Development Manager, at jerrimizrahi@boisestate.edu or mail stop 1240.

**Program Goal**
By combining practical leadership tools with an in-depth view of the University’s processes, Shared Leadership 2011/2012 will equip participants with the means necessary to make a significant contribution to the campus community and their individual departments.

**Program Objectives**
Shared Leadership will strive to:

- Combine practical leadership tools with a corresponding campus/community activity or speaker in every session.
- Provide participants a number of opportunities to take part as leaders, in either a real or hypothetical situation.
- Foster an atmosphere of collaboration and enjoyment so that partnerships and friendships may be established and an exchange of leadership experiences may take place.
- Make available an opportunity for participants to learn leadership skills and styles from a mentor inside or outside the campus community.
- Invest time, energy, and resources in the 2011/2012 program so that participants will in turn commit themselves wholly in the second year of their two-year commitment.

**Time Commitment**
Shared Leadership requires a 2-year commitment. The first year participants devote one day per month from September through May (excludes December) to take part in the Shared Leadership program. The second year, participants are responsible for designing and implementing the program for the following year’s participants. Individual time commitment in the second year averages one-half day to one day per month, dependent upon committee involvement.

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### 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/hrd/workshops/login.asp](http://cedar.boisestate.edu/hrd/workshops/login.asp) or e-mail HREmployeeLandD@boisestate.edu for more information.

- **Excel Advanced** Date: 7/26/2011 and 7/2/2011
- **WordPress for Site Administrators** Date: 07/27/2011
- **WordPress for Site Administrators** Date: 08/16/2011
- **WordPress for Site Authors** Date: 08/23/2011

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**SKILLSOFT – ON-Line-Training**

**SkillSoft Log-in:** [http://boisestate.skillport.com/SkillPortFE/login/login.cfm](http://boisestate.skillport.com/SkillPortFE/login/login.cfm)

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

**Password:** "welcome"
Other Offerings

<table>
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<th>Time and Labor</th>
<th>Date</th>
<th>Time</th>
<th>Building / Room</th>
</tr>
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<tr>
<td></td>
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<td>9:00 – 10:00 am</td>
<td>Simplot Micron Building / 210</td>
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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/](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/](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.**


Opportunities Open to ALL APPLICANTS

**Announcements Currently Open on the State Web Site**

- Customer Service Representative 1 – University Health & Recreation
- Library Assistant 2 – Albertsons Library

**TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES**

- Administrative Assistant 2 – Campus Planning & Facilities
- Administrative Assistant 2 – Division of Extended Studies
- Administrative Assistant 2 – Provost/Foundations Program
- Human Resource Associate – Human Resource Services
- HVAC Specialist – Facilities, Operations & Maintenance
- Office Specialist 2 – Advising & Academic Enhancement
- Parking/Traffic Supervisor - Transportation
- Personnel Technician – Human Resource Services
- Sr. Transcript Evaluator – Registrars Office
- Technical Records Specialist 1 – Graduate Admissions & Degree Services

**CAMPUS RECREATION**

Heather Carlson

Summer Memberships! Open Wheelchair Basketball, Summer Youth Lacrosse Camps, Adult Private Swim Lessons, 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/](http://rec.boisestate.edu/) for complete schedules & descriptions and information on fitness workshops and education.

**Construction Update**

Due to the construction of the Lincoln Parking Garage addition, the intersection of Michigan Ave and Belmont St. will be closed beginning Friday, March 4th, until the completion of the project. Please be aware that there will be no pedestrian access to either the Norco Building or Student Recreation Center from the parking structure along Belmont Street. Please use University Drive and Michigan Avenue to access either facility.

For more information regarding pedestrian, vehicle access and street parking availability, click [http://rec.boisestate.edu/construction.cfm](http://rec.boisestate.edu/construction.cfm)