

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 18

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

November 15, 2011

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## Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose, will be on campus Tuesday, November 29 from 8 am - 5 pm in the Cataldo Room, and Wednesday, November 30 from 8 am - 5 pm in the Cataldo Room. Rooms are 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 at 426-2898.

## FEE WAIVER DEADLINE INTERSESSION & SPRING 2012 SEMESTERS DECEMBER 16, 2011 Human Resource Services / Benefits Administration

### REMINDER:

- A new tuition fee waiver form for employees, spouses, and dependent children **MUST** be turned in for each semester requested.
- The tuition fee waiver can be used for Intersession, but the credits for Intersession and Spring 2012 semesters are combined towards the maximum allowable credit limit.
- Any tuition fee waiver forms received after the fee waiver deadline of December 16, 2011 will be assessed a \$50 late fee.
- Remember that in order to use the dependent child fee waiver benefit, a dependent child must meet **ALL THREE** eligibility requirements which are: (1) is under age 26 as of the first day of the semester, (2) is unmarried, and (3) has lived with and been supported by the employee for at least half the year. The employee must also meet the following **TWO** eligibility requirements: (1) be a permanent Boise State employee who has completed at least five consecutive months of benefits-eligible service with the University and (2) is scheduled to work at least 20 hours per week.
- To avoid the late fee, you can submit a fee waiver form even if you are not enrolled in classes yet or if you are waitlisted, by filling out the form with your intended class schedule. Then, once your class schedule is finalized, all you will need to do is submit a revised fee waiver form.

Fee waiver policy and form for employees and spouses: <http://hrs.boisestate.edu/forms/feewaiver.pdf>

Fee waiver pilot program policy for dependent children:

<http://hrs.boisestate.edu/forms/DependentFeeWaiverPolicy.pdf>

Fee waiver form for dependent children: <http://hrs.boisestate.edu/forms/dependentfeewaiverform.pdf>

If you have any questions, please call Molly George at 426-2898.

## COLONIAL LIFE ON-SITE DROP-IN SESSIONS Human Resource Services / Benefits Administration

Are you worried about paying your health plan deductible if you or your spouse were to have a heart attack or stroke or be diagnosed with an internal cancer? Supplemental health plans now include an affordable "lump sum" plans that can cover that deductible. Learn about this and other supplemental health insurance offerings from *Colonial Life* by stopping in to visit with your Boise State University Supplemental Health Benefits Specialist, Lynne Davies. Lynne will be available in the Fisher Room at the Student Union Building on Friday, December 2 from 10:00 a.m. to 12:00 p.m.

## NCPERS OPEN ENROLLMENT Benefits Administration

Boise State University employees enrolled in PERSI as their retirement plan may enroll in a voluntary supplemental life insurance plan through NCPERS. Enrollment information will be sent to eligible employees by campus mail. Open Enrollment for NCPERS will continue through November 30, 2011. The enrollment form must be received in Human Resource Services, MS 1265, no later than Wednesday, November 30. For more information or enrollment forms, please contact Mary Naccarato at 426-2044.

**EMPLOYEE FLU VACCINE**  
**Vy Boutdy-Tatum – Health & Recreation**

Flu shots are available for all employees and their insured dependents over the age of 12. The 2011 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus.

When: Mon, Tues, Thurs, Fri 8:00 AM-5:00 PM; Wed 10:00 AM-5:00 PM

Where: Norco Building, Health Center, 2nd Floor

Fee: Insurance will be billed. \*Discounted pay rate of \$20 available for non-insured. Employee ID and insurance card required.

Appointments: Walk-in, no appointment necessary. \*While supplies last.

For more information: Contact John Griffiths at [johngriffiths@boisestate.edu](mailto:johngriffiths@boisestate.edu) or Libby Greaney at [libbygreaney@boisestate.edu](mailto:libbygreaney@boisestate.edu) or call our main line at (208) 426-1459.

**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.



**Purchasing 101**

Wednesday, November 16, 2011

11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenter: Greg Kunde, Procurement Compliance Specialist

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.

**Pcard Holder Review Session**

Thursday, November 17, 2011

11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenter: Anna Pollworth, P-card Administrator

This session provides an overview of p-card policy and procedure including review of CCER (Wells Fargo's Commercial Card Expense Reporting tool for pcard management).

\*Recommended for all new or existing cardholders, or any staff member involved in managing p-card expense for their area

**Other**

**Software / Web Training**

[Information Security for Faculty and Researchers](#) Date: 12/8/2011

**Time & Labor**

[Time and Labor Training - 9:00 - 10:00 AM](#) Date: 12/7/2011

**Fiscal Procedures & Management**

[Purchasing 101](#) Date: 11/16/2011

[P-Card Holder Review Session](#) Date: 11/17/2011

[Budget Office Updates](#) Date: 11/30/2011

**Communications**

[Think This Not That](#) Date: 12/7/2011

**Personal & Professional Growth**

[Dealing with Difficult People: Getting what you want from People you Don't get Along with](#) 12/6/2011

[Information Security for Faculty and Researchers](#) Date: 12/8/2011

**New Hires**

**Cory Butler** – Facilities, Operations & Maintenance, Mechanic

**Tara Cooper** – Material Science & Engineering, Administrative Assistant 2

**Kristina Martin** – Electrical Engineering, Technical Records Specialist 1

**Crista Montana** – Albertsons Library, Library Assistant 3

**Jose Luis Sanchez** – Facilities, Operations & Maintenance, HVAC Specialist

**Ron Schmaltz** – University Health Services, Health Information Systems Admin/HIPAA

**Rebecca White** – Nursing Department, Student Recruiter

**Departures**

**Allison Bender** - Intercollegiate Athletics Men

**Lii-Cherng (Charlie) Leu** Material Science & Engineering

**Steve Grantham** - Information Technology  
Barbara Laubner – Upward Bound

**James Owens** – Facilities, Operations & Maintenance

**Timothy Watson** - Intercollegiate Athletics

**Promotions**

**Lynne Barnes** – University Advancement to Prospect Research Analyst

**Rose Marie Parsons** – Albertsons Library to Library Section Manager

**Ellen Seibolt** – Information Technology to Technical Support Specialist

**Continuing Professional  
Education**

**SkillSoft**

<http://hrs.boisestate.edu/td/skillsoft.shtml>

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/>.

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.

**TRANSFER OPPORTUNITIES FOR  
CURRENT BSU EMPLOYEES**

- Administrative Assistant 2 – Center for School Improvement
- Custodian, Leadworker – Taco Bell Arena
- Financial Technician – English Department
- Financial Technician – Upward Bound
- Library Assistant 3 – Albertsons Library
- Licensed Practical Nurse – University Health Services
- Office Specialist 1 – Morrison Center
- Personnel Technician – Human Resource Services
- Program Information Coordinator - Admissions
- Senior Maintenance Craftsman – Facilities, Operations & Maintenance
- University Shop Assistant – Art department

**CAMPUS RECREATION**

**Heather Carlson - Coordinator of Marketing and Promotions**

**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.**

We invite you to check us out!

**Billiards Tournament**

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

**Xbox 360° Football Tournament**

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

**5 on 5 Pre-season Basketball Tournament**

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

**Wallyball Tournament**

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

**Advanced Wilderness First Aid**

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

**Healthy Holiday Eating**

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

**Swimming for Sweets**

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

**12 Days of Fitness**

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

### Treat Yourself To A Massage

There is no better complement to a workout regiment than massage. Many people believe massage is simply for relaxation and stress reduction. While it is a great way to decompress, it is also beneficial in treating a wide range of conditions including muscle spasms, pain and soreness from injury and headaches. Don't forget, they also make great gifts!

For details call 426-1131 or click <http://rec.boisestate.edu/services/massage/>.

**UNIVERSITY HEALTH & RECREATION  
EMPLOYEE WELLNESS SURVEY  
Chelsea Stone – University Health & Recreation**

Boise State University Kinesiology 340 students are conducting a study for University Health and Recreation. We are interested in improving the Employee Wellness program to better meet the needs of employees on campus. Results from the survey will be used to improve services currently offered and determine what services should be offered in the future.

Information provided will be kept confidential. Providing contact information is optional if you would like to be entered into a drawing for a free one-hour massage. All surveys must be completed by November 23rd.

Please click on this link to begin the survey: [https://boisestate.qualtrics.com/SE/?SID=SV\\_5vGMvn7vhJDfqi8](https://boisestate.qualtrics.com/SE/?SID=SV_5vGMvn7vhJDfqi8)

Thank you.

## RE M I N D E R



**PAYROLL  
UPDATES**

**Pay Period :** 10/30/11 – 11/12/11  
**Pay Date :** Friday, November 25

- Student paychecks will be available in Payment & Disbursement, Room 101 and must be picked up by 5:00 pm on Tuesday, November 22, 2011
- Direct Deposits will be sent to the bank for pay day November 25, 2011.

For questions, please call Rex at 426-1812, Denise at 426-3433, or Crystal at 426-3739.