

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 1

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

January 20, 2011

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

The Department of Homeland Security, U.S. Citizenship & Immigration Services requires that Section 1 of the I-9 Form be completed, signed and dated on or before the **first** day of work by the employee. **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. Employees not in I-9 compliance will not be eligible to continue working at BSU.**

New employees need to provide proper identification to complete the I-9 form. A list of acceptable documents can be found at [http://hrs.boisestate.edu/forms/I-9 ListofAcceptableDocuments.pdf](http://hrs.boisestate.edu/forms/I-9>ListofAcceptableDocuments.pdf). **Please note, laminated Social Security cards are not acceptable documents. If you have questions regarding the completion of the I-9 form, please contact 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 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, immediately Federal Income Tax will be withheld as if the employee is single, with zero withholding allowances. 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 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.

DREW HOLSINGER HOME FIRE Facilities, Operations & Maintenance

The new year started with a "bang" for one of our Facilities Operations & Maintenance employees, Drew Holsinger. Unfortunately, Drew, a night shift custodian, had most of his personal possessions go up in smoke in a house fire on New Year's Day. Although the fire department's "Burn-Out Fund" has aided Drew and he has drawn from other sources, he still needs a little help. He is in need of simple living room and kitchen furniture and personal clothing. Facilities, Operations & Maintenance is collecting items and cash donations to help Drew in getting back on his feet. Donations will be accepted in the FO&M office. If you have questions please contact Ivan Lybarger (426-1913) or Jerry Robinson (426-1968).

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/performs.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. Benefits can help with loss of income, deductibles, co-payments or whatever else you choose. COLONIAL LIFE benefits are payroll deducted and are guaranteed renewable for life. These programs are based on a group rate and can be taken with you if you leave the employment of the University. The rates will not be increased. For example if you have family history of cancer, stroke or heart problems the Critical Illness plan pays cover these three. The payments are made directly to you to spend as you need.

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.

**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

What's New!

To assist your department in continuing to improve workplace safety and to continue the University's overall positive trend towards reducing workplace injuries, Boise State Risk Management & Insurance is again offering Worker's Compensation Safety Training conducted by the Idaho State Insurance Fund, Division of Risk Management.

Worker's Compensation Training (New Supervisor/Manager)

Worker's Compensation Training (New Supervisor/Manager)

Date: February 1, 2011 (Tuesday) **Time: 8:00AM - Noon**

Location: SUB Jordan A Ballroom

Register by: January 28, 2011

Class Limit: 50

This session is required for newly hired or promoted supervisors and managers or those who have not previously attended this training. Session topics will include an overview of Worker's Compensation, how to conduct loss prevention activities, identification and control of hazards in the workplace, accident investigation, documentation and communication of accidents, keeping appropriate records, and suggestions for employee safety training.

Worker's Compensation Training (Supervisor/Manager Refresher Training)

Date: February 10, 2011 (Thursday) **Time: 10:30AM - Noon**

Location: SUB TRUEBLOOD Room

Register by: February 08, 2011

Class Limit: 30

Intended as a review for supervisors and managers that have attended previous training sessions. This shortened "refresher" session will focus more specifically on our Boise State workforce, environment, loss/claims performance, and "best practice" sharing Q&A discussion.

Worker's Compensation Training (Supervisor/Manager Refresher Training)

Date: February 10, 2011 (Thursday) **Time: 1:30 - 3:00**

Location: SUB TRUEBLOOD Room

Register by: February 08, 2011

Class Limit: 30

Intended as a review for supervisors and managers that have attended previous training sessions. This shortened "refresher" session will focus more specifically on our Boise State workforce, environment, loss/claims performance, and "best practice" sharing Q&A discussion.

Time and Labor Training

February 02, 2011 1:00 - 2:00 p.m.

February 16, 2011 1:00 - 2:00 p.m.

Simplot Micron Building Room 210

Presenter: Denise Ooley, Payroll Services

Learn the steps to enter your time into Time and Labor available via BroncoWeb. Participants who choose to stay through the end of the training will also receive instruction in how to manage and approve Time and Labor entry.

New! Gifts/Awards/Incentives Policy Update

January 25, 2011 1:00 - 2:00 p.m.

February 17, 2011 1:00 - 2:00 p.m.

Simplot Micron Building Room 210

Presenter: Jennifer Martindale, Special Assistant to the AVP Finance and Administration

Procedures surrounding the BSU policy #6230 - Gifts/Awards/Incentives have changed effective January 2011. Join us to learn about the following:

- * What has changed? When are the changes effective?
- * Which form should be turned in and when?
- * What are the valid procurement methods for gifts?
- * What are the internal control requirements?

Pcard Holder Review Session

January 26, 2011 11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenter: Anna Pollworth, Purchasing

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.

From Hiring to Paying Your New Employee

February 01, 2011 11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenters: Denise Ooley and Ashley Spoerer

This session will provide participants with a detailed look at the processes and steps HR and Payroll take to hire and pay a new employee. Where does HR end and Payroll begin? Join Ashley and Denise and bring all your questions!

Food Bowl Presentation

February 02, 2011 11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenters: Jennifer Summers, Health Educator

Score a few extra points this year by making your event fun, yet healthful for everyone by using the variety of nutrition strategies, recipe substitutions and weight-gain defenses.

New! Designing Effective Surveys

February 09, 2011 11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenter: Marcia Belcheir, Institutional Analysis, Assessment and Reporting

This session will answer some basic questions including:

- * Deciding on whether to use open-ended or closed-response survey items
- * Understanding characteristics of good survey items
- * Maximizing response rates

The steps needed to implement your own online survey at Boise State also will be covered.

New! Living Well in Idaho Series

February 10 - March 17, 2011 (Thursdays) 4:00 - 6:30 p.m.

Simplot Micron Building Room 210

Cost: \$30, however inability to pay will not limit participation

Living with diabetes, heart disease, hypertension, asthma, lung disease, arthritis or other chronic diseases is challenging. You CAN be successful in managing your health problems, coping with anger, frustration, and fear, and leading an active and fulfilling life.

Living Well in Idaho is a workshop of six consecutive classes held once per week and is designed for people with chronic health problems and their family members.

You will learn tools to:

- (1) deal with problems like frustration, fatigue, pain and isolation ;
- (2) maintain and improve strength, flexibility and endurance;
- (3) manage medications;
- (4) communicate with family, friends and health professionals;
- (5) be a healthy eater;
- (6) evaluate new treatments; and
- (7) improve decision making, problem solving and planning.

Each participant receives a copy of the companion book, *Living a Health Life with Chronic Conditions*.

Information Security for Faculty and Researchers

February 10, 2011 1:00 - 2:00 p.m.

Simplot Micron Building Room 210

Presenter: Bob Henry, Information Security Officer

This session will focus on Identifying the student information, research data, and intellectual property that needs to be protected and how to protect that information.

New! Project Management

February 15 and 17, 2011

1:00 - 5:00 p.m.

SUB - Farnsworth

Cost: \$65

Presenter: Kathy Drury-Bogle, PHR

This workshop will provide the basics of project management that can be applied to everyday work.

Participants will:

1. Understand project management terminology.
2. Experience the skills required to manage projects effectively.
3. Discuss the challenges of project management.
4. Learn how to apply project management techniques in your workplace.

About the Presenter:

Kathy Drury-Bogle, PHR, is an organizational development and corporate training specialist. She has a B.A. in Communication, Training and Development. Kathy has over 15 years of experience in the corporate business environment and she is certified as a PHR (Professional Human Resource), certified to administer the MBTI (Myers-Briggs Type Indicator) and DDI (Developmental Dimensions International) leadership skills training.

Purchasing 101: The Basics

February 16, 2011 11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenter: Greg Kunde, Purchasing

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.

New! Freedom From Smoking

February 17 - March 17, 2011 (Thursdays)

Noon - 1:30 p.m.

Norco Building, Room 117

Presenter: Chelsea Stone, BS, CHES

Freedom from Smoking, researched and developed by the American Lung Association, is the gold standard for smoking cessation programs. Learn valuable tools about how to quit, receive information about Nicotine Replacement Therapy and other quitting aids and get the support needed to quit smoking once and for all. (Note: President Kustra has authorized release time up to 90 minutes per week for those employees desiring to participate in the classes that might interfere with normal work hours.)

Work Release Time Form: [Work Release Time Form:](http://healthservices.boisestate.edu/tobacco/release)
<http://healthservices.boisestate.edu/tobacco/release>

Access Basics

February 17 and 18, 2011 8:30 a.m. - Noon

Simplot Micron Building Room 209

Cost: \$70

Instructor: James Thomas

Course Outline:

1. Exploring the Access Environment
2. Planning and Designing Databases
3. Exploring Tables
4. Understanding Table Relationships
5. Creating Basic Queries
6. Using Forms
7. Working with Reports

Microsoft Excel Basic

February 22 and 23, 2011 9:00 a.m. - Noon

Simplot Micron Building Room 209

Cost: \$70

Instructor: Andy Lanning

- TOPIC 1 – An overview of Excel
TOPIC 2 – Working with Data in Excel
TOPIC 3 – Managing Worksheets
TOPIC 4 – Creating a Worksheet
TOPIC 5 – Formatting the Worksheet

Personal and Household Budgeting

February 23, 2011 11:00 a.m. - Noon

Simplot Micron Building Room 210

Presenter: Todd Christensen, National Financial Education Center

Debt happens! Debt prevention and elimination takes planning and work. Receive insight into the causes of consumer debt as well as corresponding tips for its elimination. Also, learn the "pain free" way of finding "extra" money already in your budget that you can use to pay down debt or build your savings and investments.

SKILLSOFT

SkillSoft is an on-line learning allowing you to take advantage of just-in-time professional development regardless of your location (even at home or anywhere you have a web connection) and at no cost to you as a BSU employee. **SkillSoft Offers 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 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.

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

- Box Office Manager – Athletic Ticket Office
- Building Facility Specialist – Intercollegiate Athletics
- Custodian Leadworker – Student Recreation Center
- Office Specialist 1 – Athletic Ticket Office
- Security Officer Supervisor – Campus Security Police Services

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

- Administrative Assistant 2 – Biomolecular Research Center
- Electrician – Facilities, Operations & Maintenance
- Financial Technician – Student Life Finance Office
- Financial Support Technician – BSU Bookstore Accounts Payable
- Management Assistant – Communications Marketing
- 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

- Jesse Barber - Biology Department, Assistant Professor
- Donna Calhoun - Mathematics, Assistant Professor
- Sara Dart - Intl Learning Opportunities, Advisor Education Abroad/NSE
- Morgan Giddings - Research Professor, College of Arts and Science
- Joshua Snyder - General Counsel, Executive Director, NCAA Compliance

DEPARTURES

- Rex Lanham - Campus Security/Police Service
- Jennifer Nigrini, Campus Recreation

PROMOTIONS

- Joseph Hunt - Payment & Disbursement, Technical Records Specialist 1

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.

Facebook

Become a Fan on Facebook, just click

<http://www.facebook.com/reqs.php#/pages/Boise-ID/Boise-State-Campus-Recreation/55273220688?ref=ts>

Twitter

Follow us on Twitter at: <http://twitter.com/BoiseStateRec>

Jumpstart Your January

During the entire month of January, we are extending use of Campus Recreation facilities and programs to all Boise State faculty, staff as well as Varsity B and Alumni Association members (and spouses) who are *not current Campus Recreation members*. To register, bring your University ID to the Service Desk in the Student Recreation Center. For details, call 426-5674.

Fitness Testing and Training Specials

For details or to register, call 426-1131 or click

<http://rec.boisestate.edu/fitness/training/>.

Campus Recreation Food Corner

This is the place to find featured monthly recipes of all varieties that are delicious, easy, and healthy! For details, recipes, or to submit questions, click <http://rec.boisestate.edu/fitness/foodcorner/>.

Endurance Rides

Turn up the volume and pump up your workout with a great ride.

This class is similar to our regular cycling class, but lengthened to 90 minutes. For details, other dates, or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/groupepx/enduranceRide.cfm>.

4 on 4 Volleyball League

Registration Period: January 18–31. Play Begins: February 7. Entry

Fee: \$35 per team. For details or to register, call 426-1131 or click

<http://rec.boisestate.edu/intramurals/schedules.cfm>.

5 on 5 Basketball League

Registration Period: January 18–31. Play Begins: February 7. Entry

Fee: \$35 per team. For details or to register, call 426-1131 or click

<http://rec.boisestate.edu/intramurals/schedules.cfm>.

Racquetball League

Registration Period: January 18–31. Play Begins: February 7. Entry

Fee: \$5 per person. For details or to register, call 426-1131 or click

<http://rec.boisestate.edu/intramurals/schedules.cfm>.

Hundred Thousand Pound Club

For details, other dates, or to register, call 426-1131 or click

<http://rec.boisestate.edu/fitness/groupepx/enduranceRide.cfm>.

Masters Swim Team

This is an instructional swim practice for people who desire to have coaching in reserved water. For details or to register, call 426-4307

Group Training

This Personal Training option is cost-effective, motivating, and fun.

Accomplish your goals this semester just in time for Spring Break!

For details or to register, call 426-1131 or click

<http://rec.boisestate.edu/fitness/instruction/>.

Belly Dance

Belly dance is a fast, fun exercise that targets the core muscles. Belly

Dance is part of our Instructional Fitness Program and happens

Thursdays from 5:30–6:30pm. For details or to register, call 426-

1131 or click <http://rec.boisestate.edu/fitness/instruction/>.

Learn to Swim

If you are interested in becoming more familiar with the water, you

can sign up for a private lesson, or buddy up for a semi-private

lesson. For details or to register, call 426-1131 or click

<http://rec.boisestate.edu/aquatics/programs/>.

Pilates

Students will learn to move their bodies through a series of postures

using the Pilates techniques of centering, control, fluidity, precision,

breath, and concentration. Pilates is part of our Instructional Fitness

Program and happens Mondays from 5:30–6:30pm. For details or to

register, call 426-1131 or click

<http://rec.boisestate.edu/fitness/instruction/>.

Swim Idaho

Idaho is 305 mile wide. In order to cross Idaho you will have to swim

503,250 yards or 10,065 laps! This is a free incentive program. Keep

track of your distance with our lifeguard staff. For details or to

register, call 426-1131 or click

<http://rec.boisestate.edu/aquatics/programs/>.

Yoga Therapy

In this class, each session will focus on yoga therapies for particular

parts of the body. Yoga Therapy is part of our Instructional Fitness

Program and happens Fridays from 6:15–7:15am. For details or to

register, call 426-1131 or click

<http://rec.boisestate.edu/fitness/instruction/>.

Boot Camp

This intense drill-based class is sure to make you sweat and get your

heart pumping. Boot Camp is part of our Instructional Fitness

Program and happens Tuesdays and/or Thursdays from 6:30–7:30am.

Choose one or both days! For details or to register, call 426-1131 or

click <http://rec.boisestate.edu/fitness/instruction/>.