

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 19

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

December 2, 2011



## Mark Your Calendar

**FEE WAIVER DEADLINE**  
Intercession &  
Spring Semesters  
December 16, 2011

## HUMAN RESOURCE SERVICES

Pablo Coblentz 426-1502  
Assistant VP  
Carol Bugni 426-1576  
Management Assist  
Sally Naranche 426-1616  
Customer Service

Affirmative Action  
Marla Henken 426-1979

Benefits/Compensation  
Sarah Jones 426-4417  
Mary Naccarato 426-2044  
Molly George 426-2898  
Jean Weber 426-4450  
Joan Thies 426-1648  
Suzan Gore 426-1542

Employee Relations  
Debi Alvord 426-1740  
Andy Cover 426-4419

Employment  
Michelle Berard 426-3170  
Jordy LePiane 426-1536  
Tiffany Trader 426-3648

HRIS  
Christine McCoy 426-4698  
Curtis Wilcox 426-1638  
Noreen Camacho 426-1638  
Debby Flores 426-2180  
Theresa Bow 426-3432  
Darrin Woods 426-1619  
Michaelle Powell 426-3385  
Rhonda Beal 426-4687

## FORM W-2 Electronic Delivery VP Finance & Administration / Payroll

Boise State University is required by the IRS to furnish employees with a Form W-2 Wage and Tax Statement each calendar year. The W-2 details an employee's taxable compensation and tax withholding amounts for the year and is used to complete the employee's annual income tax return. The default method of receipt is a printed and mailed form.

**You may choose to receive your Form W-2 electronically rather than as a printed and mailed document. To receive your 2011 W-2 electronically, you must consent via BroncoWeb by Friday, January 20, 2012. (If you consented to electronic delivery after December 1, 2010, you do not need to consent again.)**

To learn how to provide consent, go to:

<http://vpfa.boisestate.edu/payroll/how-to-access-your-w-2-form/>.

Why electronic delivery? You receive access to your W-2 sooner, save the university mailing costs, and still have the ability to print a hard copy of your W-2.

For questions regarding access to BroncoWeb, call the BroncoWeb Help Line at (208) 426-BWEB (2932).

For questions regarding electronic delivery consent, please contact Regan Walker in Payroll at [\(208\) 426-3435](tel:2084263435) or [walker@boisestate.edu](mailto:walker@boisestate.edu).

## YEAR-END REMINDERS Regan Walker - Payroll

### SUBMIT A NEW W-4 FORM FOR 2012

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. Please submit the completed and signed form to Human Resource Services.

### Nonresident Aliens

If you are eligible to claim a tax treaty benefit in 2012, you submit a new Form 8233.

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

## SUPPLEMENTAL RETIREMENT PLAN Maximum Contribution Limits Increase 2012 Human Resource Services / Benefits Administration

University employees are eligible to participate in supplemental retirement plans. These plans are entirely employee funded and are in addition to the required plans. The IRS annual contribution limit for 2012 is increasing from \$16,500 to \$17,000. Those who are age 50 and older can contribute an additional \$5,500 for a total of \$22,500.

Employees enrolled in the ORP with either TIAA-CREF or VALIC as their mandatory retirement plan may defer up to \$17,000 in both the 403(b) and 457(b) plans for a combined total of \$34,000. Those who are age 50 and older may contribute up to \$22,500 into each plan for a combined total of \$45,000.

Employees enrolled in PERSI as their mandatory retirement plan may defer up to \$17,000 in either a 403(b) or 401(k), but the combined contributions of these two plan types may not exceed \$17,000. Those who are age 50 and older may increase that amount to \$22,500. Additionally, employees may also contribute to a 457(b) with a limit of \$17,000 for those under age 50 and \$22,500 for those who are age 50 and older.

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## Payroll

**Susan Eaton** 426-3192  
**Rex Hadley** 426-1812  
**Denise Ooley** 426-3433  
**Crystal Pidgeon** 426-3739  
**Regan Walker** 426-3435

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## New Hires

**Katie Atkinson** -  
University Health Services,  
Licensed Practical Nurse  
**Rhonda Beal** - Human  
Resource Services,  
Personnel Technician LSA  
**Kip Edwards** - Excellence  
in Environmental Health,  
Safety/Health Consultant  
**Emily Hayman** - History,  
Office Specialist 2  
**Brian Merrick** - Enterprise  
Application Systems, Web  
Developer  
**Kent D. Randell** - Library,  
Assist. Professor/Librarian

## Departures

**David Cox** - Facilities,  
Operations & Maintenance  
**Amber Elwood** - Facilities,  
Operations & Maintenance  
**Chelsea Herman** -  
Intercollegiate Athletics  
Men  
**Raul Mendez** - University  
Health Services

## Promotions

**Gay Barzee** - Upward  
Boise, to Administrative  
Assistant 2  
**Jeanne Bustamante** -  
Admissions, to Program  
Information Coordinator  
LSA  
**John Muir** - Computing  
Services, to Software  
Application Administrator,  
Team Lead  
**Shannon Mahoney** -  
Energy Policy Institute, to  
Business Manager



## In Memoriam

**Nancy Daugherty**  
Account Maintenance  
Center

Employees may start or change their biweekly deductions to supplemental retirement plans any time during the year by submitting the applicable salary reduction agreement <http://hrs.boisestate.edu/forms/>. For changes effective on the January 6, 2012, check, the form would need to arrive in Human Resource Services by 5:00 PM, Thursday, December 15. The completed forms can be faxed to 426-3100, or sent via Campus Mail, HRS, MS-1265.

Current participants may also change their supplemental retirement contribution amounts via BroncoWeb under the Employee Benefits Summary. Edits made via BroncoWeb are applied to the current pay period. Due to the closure week in December, changes should be made between the dates of December 11 and December 17 to be reflected on the January 6, 2012 check.

If you have questions or are interested in opening a supplemental retirement account, please contact our benefits staff at 426-2616, or via email [Benefits@boisestate.edu](mailto:Benefits@boisestate.edu).

## HEALTH AND RECREATION Vy Boutdy-Tatum

### Events

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. 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.

The Bronco Health Initiative will begin January 9, 2012. Open to Boise State faculty and staff, this program will offer physical activity, nutrition education, and social support for employees looking to lose weight, decrease health risk factors, and improve overall health! A joint effort with The State of Idaho Department of Administration, participants will earn up to \$200 in cash for successfully completing the program with additional perks and incentives. Call Lauren Thomas at (208) 426-2701, or e-mail at [laurenthomas@boisestate.edu](mailto:laurenthomas@boisestate.edu).

The Holiday Eating Workshop will introduce strategies to fight snacking during the holidays and give you some healthy holiday recipes to incorporate into your holiday break. Visit [rec.boisestate.edu/reconline](http://rec.boisestate.edu/reconline) to register.

Wellness screenings can help you to identify protective and risk factors that are pertinent to your health. Screening Offerings: Cardiac Risk Panel (12 hours of fasting required), Body Composition, Heart Rate, Blood Pressure, and Chair Massage. Additional blood tests are available with physician orders. For More Information: [healthservices.boisestate.edu/wellness/employee](http://healthservices.boisestate.edu/wellness/employee).

## 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.

### 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

### 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

**Continuing Professional  
Education**

**SkillSoft**

<http://hrs.boisestate.edu/td/skillssoft.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 **Tiffany Trader** at 426-3648 for additional information regarding **Classified** positions.  
Call **Jordy LePiane** at **426-1536** for additional information regarding **Professional** positions.  
Call **Michelle Berard**, **426-3170**, for additional information regarding **Faculty** positions.

**Search Checklists Now Available for Professional/Faculty Hiring!**

If you've found that navigating through the hiring process can be a bit of a challenge, please click on one of the links below and discover an easier way to track your progress. These checklists include all the major forms and procedures and give you a quick step-by-step illustration of the entire hiring process.

For Professional [http://hrs.boisestate.edu/forms/SearchProcessChecklist\\_ProfessionalStaff.pdf](http://hrs.boisestate.edu/forms/SearchProcessChecklist_ProfessionalStaff.pdf)  
For Faculty [http://hrs.boisestate.edu/forms/SearchProcessChecklist\\_Faculty.pdf](http://hrs.boisestate.edu/forms/SearchProcessChecklist_Faculty.pdf)

**OPPORTUNITIES OPEN TO THE PUBLIC**  
Announcements Currently Open on the State Web Site

- Carpenter Foreman – Facilities, Operations & Maintenance
- Personnel Technician – Human Resource Services
- Technical Records Specialist 1 – University Financial Services

**TRANSFER OPPORTUNITIES FOR  
CURRENT BSU EMPLOYEES**

- Administrative Assistant 1 – Sociology Department
- Custodian, Leadworker – Taco Bell Arena
- Financial Technician – Upward Bound
- Management Assistant – Art Department
- Office Specialist 1 – Morrison Center
- 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!

**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. Massages also make great gifts!  
For details call 426-1131 or click <http://rec.boisestate.edu/services/massage/>.

**Jumpstart January**

During the entire month of January, we are extending use of recreation facilities and programs to all Boise State faculty, staff as well as Varsity B and Alumni Association members (and spouses/partners) who are not current recreation members. To register, stop by the Service Desk in the Recreation Center beginning January 1, 2012. For details call 426-5674.