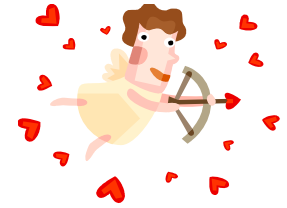


# HRS Newsletter



## When will I receive my paper form W-2?

The 2008 paper form W-2's were delivered to the Statehouse Mail Room on January 22nd. They will be processed through their mail room and should start going out soon. Employees who have chosen to receive a paper form W-2 should begin receiving them in the mail sometime next week.

If you do not receive your W-2 by January 31, 2009, please call 208-334-2394.

## Just a Reminder . . .

As of January 1<sup>st</sup>, 2008, Human Resource Services no longer requires photocopies of the identification(s) presented to be attached to the I-9 form.

However, the person who examines the identification(s) must complete and sign Section 2 of the I-9 form and send back to Human Resource Services. When completing Section 2, please write down the employee's name exactly as it appears on the Social Security card and be sure to complete the Certification section:

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____	Print Name _____	Title _____
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____		Date (month/day/year) _____

Also, effective February 2nd, a revised I-9 form will be released. Please be sure that all new hires after February 2nd complete the revised I-9. The most noticeable change is that all documents presented during the verification process will now have to be unexpired. Previously, certain expired documents, such as a U.S. passport, were acceptable. The new form can be found on the HRS website effective February 2nd or at [www.uscis.gov/files/form/I-9.pdf](http://www.uscis.gov/files/form/I-9.pdf).

If you have any questions, please contact HRS at x.2269.

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## Important Dates to Remember:

- ◆ February 2nd Groundhog Day
- ◆ February 14th Valentine's Day
- ◆ February 16th President's Day (Campus Closed)

## Obscure Holidays:

- ◆ February 6th Pay a Compliment Day
- ◆ February 8th Laugh & Get Rich Day
- ◆ February 14th Ferris Wheel Day
- ◆ February 17th My Way Day
- ◆ February 20th Love Your Pet Day

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## **IDEal - Idaho College Savings Program**

Whether you're holding a newborn in your arms, cheering the achievements of a middle school graduate, or simply proud to be a part of a child's accomplishments, this could be your IDEal opportunity to make the difference in their future.

Providing for a child's education, in any amount, says you believe in that child. In their dreams, and their goals.

Saving for college with IDEal includes benefits such as:

- An Idaho state tax deduction of \$4,000 per year (\$8,000 if married filing jointly)\*
- A low total annual asset-based fee of 0.75%, and
- A unique opportunity to add to your savings with the Upromise rewards service.

Because of these benefits and more, we think you'll find it's a great way to help provide for a child's higher education costs.

For more information on this program, please visit their website at <https://idsaves.s.upromise.com>

## **Professional Development & Training at LCSC**

LCSC will be holding a couple of employee training programs for the month of February. These programs are open to any LCSC employees which include full-time, part-time, irregular help, adjuncts, and work studies. The training programs are free and offer basic workplace essential skills training. Just go to [www.lcsc.edu/pdt](http://www.lcsc.edu/pdt) to sign up for one or all of the following courses:

**February 5th - MS Excel Basic:** This course is designed to give you entry level experience in MS Excel. This course is a hands on learning experience with lecture. Course Objectives: 1. Workbooks and worksheets 2. Tools and menus. 3. The cell 4. Row and column basics.

**February 6th - MS Access Intermediate:** This hands-on course will provide an introduction to creating and designing Access queries and reports. Participants will gain experience with the following: Course Objectives: 1. Create queries to pull data from other Access objects.

**February 12th - MS FrontPage Basic:** This course is designed to give you entry level experience in MS FrontPage. This course is a hands on learning experience with lecturer. Course Objectives: 1. Basic web page design 2. Introduction template creation 3. Hyperlinks

**February 27th - Adobe Acrobat Professional:** This course is designed to give you entry level experience in using Adobe Acrobat Professional 6.0. Course Objectives: 1. Learn how to create a pdf from a single and multiple documents 2. Learn how to take a pdf and create a MS Word or jpg document.

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## Managing Multiple Projects, Objectives, & Deadlines

Is this your situation? You're constantly faced with too many deadlines and too many projects, all of which have top priority. Then, just when you think things are going smoothly, a crisis erupts, priorities change and the scramble is on.

In the midst of this hectic activity, your daily work must go on. You have to return phone calls, handle mail, attend meetings, prepare reports and schedules . . . plus take care of all the other expected and unexpected interruptions that are part of your daily routine.

If any of this sounds familiar, then this one-day workshop was designed for you . . . the busy manager, supervisor, or administrative person who juggles deadlines, projects and multiple demands . . . the person with no time to waste!

They've combined everything you need to know about multiplying the results you get from every single day. You'll gain vital new insights into how to maximize your on-the-job effectiveness that you can put to work right away:

1. How to handle multiple priorities 2. How to identify and cut time-wasting activities 3. How to organize for efficiency 4. How to handle the pressure of juggling people, paper and priorities 5. How to work with people with the heat's on 6. How to keep quality high while productivity goes up

This one day workshop will be held in Lewiston on March 13th. The cost is \$199.00 per person.

To enroll, call 1-800-873-7545 or go online at [www.skillpath.com](http://www.skillpath.com).

## TIAA-CREF Consultant on Campus

Let TIAA-CREF help you make financial decisions that are right for you. Schedule an appointment today with a TIAA-CREF consultant who will be available to answer questions about your financial matters. They will help you:

- Develop long-term strategies
- Find the right allocation mix for you
- Develop your own strategy
- Learn about TIAA-CREF retirement income flexibility.

The consultant will be on campus Thursday, February 12th from 8:00 - 4:00 p.m. in SUB 225. To schedule an appointment, just go to [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc).

## Welcome New Employees to LCSC!

*Michael Ayres*  
Assistant Professor  
Nursing & Health Sciences

*Karen Kerns*  
Administrative Assistant 1  
Dental Hygiene Program

*Jennie Williams*  
Administrative Assistant 1  
Educational Talent Search

*Michelle Pearson-Smith*  
Assistant Professor  
Nursing & Health Sciences



Congratulations to Nate and  
Kari Tank on their little girl,  
Marissa Lynne

## February Birthdays

Barb Pierce	1	Bob Hayes	12	Scot Haug	22
Angela Northam	1	Eli Edwards	13	Linda Burnett	23
Kristy Roberts	2	Susan Odom	14	Renee Olsen	23
Krista Ellis	2	Tracy Waffle	14	Claudia O'Connor	25
Shane Andrews	3	Nadine Walters	14	Jesse Snyder	25
Donald Heath-Simpson	4	Janet Wyatt	15	Teri Russell	25
Elizabeth Skendzic	4	Sean Cassidy	16	Rocky Owens	26
Andy Dahlquist	5	Shaun Griffin	17	Leslie Rist	29
Karen Kerns	7	Kimberly Leach	17		
Tim Wiggins	8	Vana Vernon	19		
Laura Yardley	8	Terryn Berry	19		
Sue Niewenhaus	9	Lynn Mathers	20		
Jason Blazzard	10	Karen Burton	21		
Erick Cummings	10	Daniel Deyarmin	21		
Kai Fong	12	Shauna Castellaw	22		



## Human Resource Services

Administration Building, Suite 102  
500 8th Avenue  
Lewiston, ID 83501

Phone: 208-792-2269 or 208-792-2204  
Fax: 208-792-2872

E-mail: [HR@lcsc.edu](mailto:HR@lcsc.edu)

Website: [www.lcsc.edu/humanresources](http://www.lcsc.edu/humanresources)

### HRS Staff:

- Vikki Swift  
HR Specialist x.2269
- Lindsey Hight  
HR Associate x.2269
- Judy Floch  
Financial Technician x.2204
- Jan Paynter  
Office Specialist 2 x.2269
- Alanna Shuey  
Office Assistant x.2269

*Our mission is to provide innovative human resource programs and services that support the College's mission in an environment of honest communication, ethical conduct, and respect for all individuals of Lewis-Clark State College.*

*Our intent is to provide you with the best service possible. We strive to provide you with timely, accurate, and professional advice and service in Benefits, Equal Employment/Affirmative Action, Employee Records, Employee Relations, Payroll, and Compensation and Policy issues.*

*We want you to always be satisfied (if not elated) at the service you receive from our HRS Professionals. If you have any ideas or suggestions that will help us serve you better, please give us a call at extension 2269 or contact us at [HR@lcsc.edu](mailto:HR@lcsc.edu) and let us know what you think.*

*We are delighted to be able to assist you in any way we can. **GO WARRIORS!***

*HRS Staff*