


Campus E-Update

December 19, 2017
Faculty/Staff

Submit

your **announcement** by
8:30 a.m. Tuesday

to be included in that day's
Campus e-Update.
Example: events, FYIs, and
campus notices

Submit

your **great news**

Example: remarkable or
noteworthy accomplishments,
achievements, or special
recognitions

[Announcements page](#) is updated daily. The Campus E-Update is emailed on Tuesday and Thursday.

Announcements

Timesheets Due Tomorrow Morning!

REMINDER: TIMESHEETS MUST BE SUBMITTED ON SNAP BY WEDNESDAY: December 20, 2017 BY 9:00 AM MT

Please note with the early deadline in combination with the Holiday, processing time for the December payroll will be condensed. That said, missed timesheet submissions or approvals will cause a delay in pay so be mindful of the deadline!

Hourly employees and student workers should always record all actual hours worked. There are 176 hours in this current pay period, including 8 hours of HOL pay for November 23rd and 8 hours of ADM pay for November 24th.

CURRENT PAY PERIOD: 11/22/2017 THROUGH 12/21/2017

Supervisors - all timesheets must be approved BY 2 PM WEDNESDAY as processes start that afternoon. Prior to approving any timesheets please check the leave request systems for outstanding leave requests. Once the leave is approved the timesheet should be updated with the appropriate leave and approved for processing. Please note, if the timesheet approval deadline is missed, your employee(s) will experience a delay in receiving a paycheck.

EMPLOYEES, please make sure your timesheet has been submitted and approved by your

supervisor prior to 2:00 PM on Wednesday.

If you are not an employee who is required to submit a timesheet or exception time on SNAP, please disregard this message.

--Submitted by Kasey Salazar on 2017-12-18

BHSU Commencement Video

Check out the 2017 Fall Commencement video [here!](#)

--Submitted by Blake Hartman on 2017-12-19

Events

ArtCentral Film Festival

From Jan. 21 through April 12, 2018, the Matthew's Opera House and BHSU will be hosting the first [ArtCentral Film Festival](#). There will be one movie shown each month, the first three at the Matthew's Opera House, and the last will be shown on the BHSU campus in Jonas Hall Rm. 305. These films are free and open to the public!

For a list of movies [click here](#).

--Submitted by Elizabeth Freer on 2017-12-19

Santa Claus at the Jacket Zone

Join us for Story Time this Saturday from 10-11 am. Santa Claus will be reading the story & getting final gift requests from the children!! We will do a simple craft & have some snacks too!!

--Submitted by Donnelle Culver on 2017-12-16

News Releases

[More than 200 BHSU students earn degrees during 2017 fall commencement ceremony](#)

Black Hills State University candidates for graduation were awarded master, bachelor, associate degrees during the University's 174th commencement ceremony this December. More than 200 students received their degrees.

[CAMPUS CALENDAR](#)

Check out upcoming events on the [Campus Calendar](#)

[YELLOW JACKET NEWS](#)

Check out scores, upcoming games and other news at [BHSU Athletics](#)

[BHSU.edu/news](https://www.bhsu.edu/news)
