

EINSTEIN'S UPDATE

Einstein's will be opening in the Student Union on August 22. They will be moving to their location in the Library and opening for Spring Semester.

Submitted by Donna Vanden Hoek-Wiles on 2022-08-02

LIBRARY UPDATE

The move in date for the Library has been delayed due to supply chain issues. Everyone will remain in their current locations until Sept 7th. We will be moving into the Library on Sept. 8th. We will let you know of any further changes as they come.

Submitted by Donna Vanden Hoek-Wiles on 2022-08-02

RETURN TO NORMAL OFFICE HOURS

Effective August 15, we will return to normal university office hours of 8:00 a.m. to 5:00 p.m. Any special work arrangements that were approved for the summer should be revisited with one's supervisor, and in accordance with university policies. Please contact Human Resources at 605-642-6549 with any questions.

Submitted by Melissa Hart on 2022-08-02

STATE OF THE UNIVERSITY ADDRESS

President Laurie Nichols invites you to attend the State of the University address on Tuesday, August 16 from 10:00 - 11:30 am in the Meier Recital Hall. Prior to the address, please gather for a Welcome Social in the Meier Hall Lobby from 9:00 - 10:00 am. Refreshments will be provided. Hope to see you there!

Submitted by Jodi Gabriel on 2022-08-09

CAREER DEVELOPMENT UPDATES

Please mark your calendars for the Fall 2022 BHSU Career Fairs:

9.1.2022 (9am to Noon) - Part-Time and On-Campus Job Fair

9.28.2022 (1pm to 4pm) - Accounting Fair

Students can register and view employers through Handshake at BHSU.JoinHandshake.com

BHSU Career Development would also like to introduce Laramie Sotelo, Peer and Internship Coordinator. Laramie will be leading the BHSU Peer Mentor Program and supporting students in searching for and obtaining internships!

Submitted by Jin Kim on 2022-08-08

FIRE ALARM TESTING

Facility Service has scheduled the annual testing of the Campus fire alarms. Starting August 8th and lasting for approximately 3 days Johnson Controls will be testing the Campus fire alarm system through out all buildings on campus.

Submitted by Mike Overby on 2022-08-03

ON CAMPUS RETIREMENT PLANNING

As part of welcome week SDRS will be on campus on Wednesday, August 17th for a 75 minute retirement planning session. **This is open to all employees!** It will be located in Jonas 305 starting at 3:00 p.m. If you have any questions about retirement, or are starting to look forward to that next step, please join us. Thank you!

Submitted by Melissa Hart on 2022-08-03

MARKETING AND SALES OPPORTUNITY

Marketing/Sales/Revenue Generation Resume Opportunity

Work alongside of BHSU Athletics this upcoming school year and have the chance to work in sports marketing, sales, and revenue generation.

If you are interested please contact Thayer Trenhaile. thayer.trenhaile@bhsu.edu

Submitted by Thayer Trenhaile on 2022-08-02

HEALTH SCREENING APPOINTMENTS AVAILABLE

Schedule your on-site health screening today!

Our beneFIT Well-Being Program administrators will be on campus August 22-24, completing on-site health screenings. They will then again be on campus January 9-10, 2023. You can earn rewards for taking part in well-being activities like your biometric screening.

To register for a screening appointment go to webmdhealth.com/benefit. If you do not have access to a computer, you can call 800-721-2749 for the WebMD Customer Service. Walk-in appointments are not guaranteed.

The on-site health screenings will be held in the Joy Center this year. They will only be on campus August 22-24 and January 9-10. If you are unable to complete the on-site health screening you may still complete this well-being activity by having your physician complete the [Physician Form](#).

If you have any questions please contact BHSU Human Resources at 605-642-6549.

Submitted by Melissa Hart on 2022-07-11

RETURN TO NORMAL OFFICE HOURS

Effective August 15, we will return to normal university office hours of 8:00 a.m. to 5:00 p.m. Any special work arrangements that were approved for the summer should be revisited with one's supervisor, and in accordance with university policies. Please contact Human Resources at 605-642-6549 with any questions.

Submitted by Melissa Hart on 2022-08-01

REMINDER- CLASS ROSTERS IN SNAP & D2L

Reminder: Faculty should always use their SNAP course rosters to verify student enrollment and refer students to their SNAP course schedules.

If you find discrepancies between your SNAP class rosters and your D2L class rosters, please let Johanna Best (Johanna.Best@bhsu.edu) in the Registration Office know. There is a known defect in the Ellucian for Banner ILP updates that causes problems unenrolling students who register on the web and then in a short time drop on the web. Sometimes these students are not dropped from the D2L class. Please let Johanna know, so we can manually drop these students from D2L.

Submitted by Anne Stevens on 2022-08-16

PRINTING SYSTEM SIGN IN OPTIONS

The new print system has three ways that an individual can use to authenticate at the printers:

Option 1: Tap your Buzz Card to the card reader that is attached to the printer.

Option 2: Click the Sign In button on the top of the screen and select the Username and Password option. Then enter your BHSU email and email password for the credentials - There is a pull-out keyboard underneath the screen for easier typing.

Option 3: Click the Sign In button on the top of the screen and select ID Number. Type your employee ID and your PIN. Your employee ID is printed on your Buzz Card if you have forgotten. Your PIN needs to be initially setup before you can use this method by going to <https://papercut.bhsu.edu>, logging in with your BHSU credentials, and selecting "Change Details" on the right side of the screen.

Submitted by Ryan Delzer on 2022-08-16

CAMPUS-WIDE PD UPDATE INITIATIVE

As part of a BOR initiative to streamline CSA and NFE evaluations through our People Admin/YourFuture system, all employees will need have updated position descriptions (PD's) this year. Annual evaluations will now pull directly from the duties and expectations listed on employee's position descriptions. It is crucial for these to be updated now and continue to be revised in the future as duties change and positions evolve over time.

When starting this process, please note that CSA employees have the ability to start the process in the YourFuture system and make changes to their own PD's. Once they have made updates, they will send to their supervisor to review and edit as necessary. NFE employees

cannot start the process to make changes in the YourFuture system. The supervisor will have to make these edits with input given from their employee(s).

If you haven't already completed your PD, please update and send to "Institutional HR" at your earliest convenience. We are approaching the deadline to get the evaluation process started. Please reach out to Cassie Maser at 6545 or cassie.maser@bhsu.edu if you have any questions.

Submitted by Cassie Maser on 2022-08-16

WELCOME ARIC BAKEBERG

TRIO Student Support Services is pleased to announce Aric Bakeberg as our new Professional Advisor! A big hello to Aric! We are so excited for how he will apply his experience at BHSU into helping the TRIO program and students. Welcome Aric!

Submitted by Ashley Kirchner on 2022-08-16

SEND-A-THANKS SENDER WINNER!

Greetings and welcome to another academic year! Human Resources has continued to use the Send-a-Thanks program as a way for people to formally send a "thank you", or "kudos", to others across campus. Each month the HR team has a random drawing for anyone who received a Send-a-Thanks, with prizes courtesy of our two generous donors the BHSU Bookstore and Aladdin. We wanted to do an additional prize for anyone who sent a Send-a-Thanks last year. The BHSU Public Safety Department has graciously donated a parking pass for the 2022-2023 academic year.

The Send-A-Thanks "sender" winner is Ashley Kirchner!!! Congratulations Ashley and thank you for all you do for BHSU!

Submitted by Cheyenne Mendelsohn on 2022-08-16

RETIREMENT PLANNING SESSION

SDRS will be on campus Wednesday, August 17 from 3:00 p.m to 4:15 p.m. in Jonas 305 for a retirement planning session. This is open to ALL employees! It is never too early to start planning for your retirement and we hope you can join. Retirement is a life-changing event

that takes a career to plan. Whether you are new to the South Dakota Retirement System (SDRS), are nearing retirement, or are somewhere in between, it is important to know the benefits and programs available to you as you plan for your future. To assist you in your retirement planning efforts, a representative of the South Dakota Retirement System will be presenting brief overviews of the SDRS plan design and benefits as well as the features of the SDRS Supplemental Retirement Plan and SDRS Special Pay Plan.

Submitted by Melissa Hart on 2022-08-16

TIMESHEETS DUE MONDAY 8/22 BY 9AM!

TIMESHEETS MUST BE SUBMITTED ON SNAP BY: **MONDAY, AUGUST 22, 2022 BY 9:00 AM MT**

Please note, 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 168 total hours in this current pay period for full-time employees.**

CURRENT PAY PERIOD: 7/22/2022 through 8/21/2022

SUPERVISORS- all timesheets must be approved BY 2pm **MONDAY 8/22** as processes start that afternoon. **Before 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 Monday, August 22.

Submitted by Melissa Hart on 2022-08-16

CAMPUS-WIDE PD UPDATE INITIATIVE - FINAL DEADLINE

Final deadline for our campus-wide PD update is September 1st. If you have not yet updated your PD, please make sure you get it submitted by next Thursday.

As part of a BOR initiative to streamline CSA and NFE evaluations through our People Admin/YourFuture system, all employees will need have updated position descriptions (PD's). Fall 2022 evaluations will pull directly from the duties and expectations listed on employee's position descriptions. It is crucial for these to be updated now and continue to be revised in the future as duties change and positions evolve over time.

When starting this process, please note that CSA employees have the ability to start the process in the YourFuture system and make changes to their own PD's. Once they have made updates, they will send to their supervisor to review and edit as necessary. NFE employees cannot start the process to make changes in the YourFuture system. The supervisor will have to make these edits with input given from their employee(s).

Please don't hesitate to reach out to Cassie Maser at 6545 or cassie.maser@bhsu.edu if you have any questions.

Submitted by Cassie Maser on 2022-08-23

REMINDER TO ADD CAMPUS EVENTS TO ONLINE CALENDAR

Please remember to add any upcoming events your department is hosting to our online campus calendar. Event submissions can be done here: <https://www.bhsu.edu/About-BHSU/Campus-Calendar/Event-Submission>. If you have any question, please contact the marketing department at Marketing@BHSU.edu.

Submitted by Maegan Detlefs on 2022-08-23

CALLING ALL GEEKS

Friends,

Geek Speak is back from its hiatus and is in need of Geek Speak-ers. As many of your know, Geek Speak is the University Honors Program's popular interdisciplinary lecture series. Past topics have included the history of Halloween, the Sailor Riots of 1943, the geometry of redistricting/gerrymandering, a panel discussion on Raunch Culture, a math/poetry hands-on writing workshop, a study of serial killers, and a banned books debate. This year the public lectures will be hosted in Jonas 110 on Mondays from 4:00-5:30 p.m. and are open to any of the following formats:

1. Interest Lectures: Research, Creative Scholarship or Readings, or Popular Culture
2. Hands-on Workshops

3. Panel Discussions (These have been very well received in the past.)

What geeks you out? Come share it with us.

For a look at our old lineups, visit www.BHSU.edu/Honors under "Geek Speak Lecture Series."

Questions? Proposals? Send them my way: Courtney.HuseWika@BHSU.edu

Submitted by Courtney Huse Wika on 2022-08-23

ADD/DROP DEADLINE

This Thursday, September 1 is the Fall semester deadline to add or drop full semester length classes without penalty. Classes dropped after September 1 will result in a withdraw grade on the transcript and the full cost of tuition for the course. Classes can be added or dropped through MyBHSU/SNAP Registration until 10:59 pm on Thursday, September 1. If any problems arise when trying to add/drop through MyBHSU/SNAP (ie: errors or holds), please e-mail the requested changes to johanna.best@bhsu.edu.

Students should check their tuition/fees account balance after making any changes to their course schedules. The tuition/fees payment deadline is Friday, September 2. Students with unpaid balances may be dropped from classes. Please contact the cashier for payment questions at (605) 642-6531.

Submitted by Johanna Best on 2022-08-30

CHECK OUT THESE NEW POSTINGS ON HANDSHAKE!

Looking for an on-campus job or internship? Check out these new postings on Handshake!

#6900868 SEDC Internship: Children First Childcare Provider

#6899725 Office Assistant Work Study for School of Business

#6865950 Student Communications Assistant - BHSU Marketing & Communications

#6834753 BHSU Dining Service Worker

#6833828 Print Services Student Assistant BHSU Print Services

Any questions or concerns? Contact:

Careers@BHSU.edu or 605.642.6269

Submitted by Career Development on 2022-08-26

WRITING ASSISTANCE CENTER CLASSROOM VISITS

The Writing Assistance Center is resuming our outreach efforts by offering in-class visits. We would love to spend 5-10 minutes introducing ourselves in your classroom and explaining what we do to help students succeed. We also offer in-class workshops on a variety of topics: MLA, Chicago Style, APA, grammar, essay composition, and more. If you have a planned absence during the semester, such as attending a conference, the WAC can take over your class for a day with an effective lesson. Please email Matthew.Bauman@BHSU.edu if you would like to arrange a time and day for the Writing Assistance Center to come to your class. Thanks and have a great semester!

Submitted by Matthew Bauman on 2022-08-26

A CALL FOR GEEK SPEAK-ERS

Geek Speak is back from its hiatus and is in need of Geek Speak-ers. As many of you know, Geek Speak is the University Honors Program's popular interdisciplinary lecture series. Past topics have included the history of Halloween, the Sailor Riots of 1943, the geometry of redistricting/gerrymandering, a panel discussion on Raunch Culture, a math/poetry hands-on writing workshop, a study of serial killers, and a banned books debate. This year the public lectures will be hosted in Jonas 110 on Mondays from 4:00-5:30 p.m. and are open to any of the following formats:

1. Interest Lectures: Research, Creative Scholarship or Readings, or Popular Culture
2. Hands-on Workshops
3. Panel Discussions (These have been very well received in the past.)

What geeks you out? Come share it with us.

Questions? Proposals? Send them my way: Courtney.HuseWika@BHSU.edu

For a look at our old lineups, visit www.BHSU.edu/Honors under "Geek Speak Lecture Series."

Submitted by Dr. Courtney Huse Wika on 2022-08-26

CIVICS DAY AT BHSU - SEPT. 15

Join BHSU for Civics Day at The Joy Center Thursday, Sept. 15 at 7:30 p.m. Representative Scott Odenbach will be delivering the keynote address "Restoring the Constitutional Republic: How to End the Zero Sum Game of Politics". The event is free and open to the public.

Submitted by Becca Walters on 2022-08-24

TRAVEL - PRIVATELY OWNED REIMBURSEMENT RAATES

September 12, 2022, the reimbursement for privately owned vehicles is in effect:

Low Mileage: \$0.28/mile

High Mileage: \$0.51/mile

Special Needs Mileage (regular vehicle): \$0.51/mile

Speial Needs Mileage (large vehicle): \$0.68/mile

Submitted by Anita Haeder on 2022-08-24