

CAMPUS E-UPDATE | JULY 5, 2023

FIRE ALARM TEST - CAMPUS WIDE

Johnson Control Fire Alarm Company will be conducting fire alarm testing campus-wide on our alarm system.

Resident Halls; July 7 (Bordeaux Hall) and July 19- 21 (other Resident Halls) starting at 8:00 am

State Buildings; Aug 7 - 11 starting at 7:00 am

The alarms will sound for a short period of time and then be reset. This may affect the elevators as they need to be reset as well once the alarm test has been complete. Please be patient with our technicians in their endeavors to reset them in a timely manner.

Please contact Facilities Services at 642-6244, if you have any questions or concerns.

Submitted by Debbie Liddick on 2023-07-05

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Submitted by Debbie Liddick on 2023-07-11

GEEK SPEAKERS NEEDED

Hello, colleagues!

The University Honors Program is still in need of Geek Speak-ers for this coming fall or spring. Are you a secret geek about something? Is there a conference paper you'd like to adapt for a community/student talk? Are there any hands-on workshops or timely panel discussions you'd like to offer?

Talks will be held Mondays from 4:00-5:30 p.m. We have many slots open.

Please contact me with questions or ideas: Courtney.HuseWika@bhsu.edu

Submitted by Courtney Huse Wika on 2023-07-11

DYC PARKING LOT - CLOSED

The DYC parking lot will be CLOSED and blocked off starting **at 4pm on Thursday July 13 through mid-day on Saturday July 15.**

The parking lot will be cleaned and prepped for the Corvette Rally and then the parking lot lines will be re-painted.

Please **do not** park in the parking lot during this time. Contact Scott Hanson if you have any questions or concerns. Thank you!

Submitted by Debbie Liddick on 2023-07-11

SEND-A-THANKS WINNER!

Congratulations to the June Send-A-Thanks winner, Ryan Delzer! Keep up the great work!

Also, thank you to Sodexo for this month's prize!

If you would like to Send a Thanks to an employee at BHSU, please follow the link below. You can also find the link on the BHSU Human Resources page. Each employee that receives a kudos will be entered in next month's drawing!

<https://www.bhsu.edu/Faculty-Staff/Human-Resources/Buzz-Around>

Submitted by Cheyenne Mendelsohn on 2023-07-11

I-9 LAW UPDATE

The laws surrounding I-9 verification and compliance have changed. As many of you know, we were accepting a copy of the I-9 verification document (i.e. social security card, birth certificate, passport, etc.) temporarily until the original could be provided. As of now, the HR office is no longer accepting copies of I-9 verification documents per federal law as outlined by the U.S. Citizenship and Immigration Services Department. Please review the rules below:

1. If your employee will be working for more than 3 days, the I-9 verification must be completed within 3 days following their start date.
2. If your employee will be working for 3 days or less, the I-9 verification must be completed on or before their first day of work.
3. If your employee is unable to provide their I-9 verification documents within the timeframes listed above, please ask them to push their start date back until the I-9 verification is complete.

Failure to comply with this policy will result in termination of the employee record and potential fines if/when the university is audited. Please be sure to give any summer employees ample notice to provide their original I-9 verification documents. Any employee that is not able to provide their original documents will be ineligible to work until this has been completed.

If you would like a copy of the List of Acceptable Documents, please reach out to Cheyenne Mendelsohn in HR. This information is also listed in the new hire paperwork.

Submitted by Cheyenne Mendelsohn on 2023-07-11

POLICIES & PROCEDURES

The following policy/policies have been adopted, revised, or reviewed and approved by the President.

- 3:6 [Student Housing](#)
- 3:7 [Student Housing - Over 21 Housing](#)
- 7:1 [Credit Card Payments](#)

[Click Here](#) to view the full Policy & Procedure web page.

Submitted by Jacky Easton on 2023-07-11

CAMPUS E-UPDATE | JULY 18, 2023

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Submitted by Debbie Liddick on 2023-07-18

CALL FOR GEEK SPEAK-ERS FOR 2023-2024

Hello, colleagues!

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Please contact me with questions or ideas: Courtney.HuseWika@bhsu.edu

Submitted by Courtney Huse Wika on 2023-07-18

EARN UP TO \$900 IN HEALTH INCENTIVES!

Earlier this year, the State of South Dakota Well-Being Program name was changed to LiveWellSD. This change renews our commitment to help you make every day count by providing the tools and resources to achieve better well-being. There are three steps to support your overall well-being and earn your rewards on the [LiveWellSD portal](#):

- Complete the online health assessment after July 1, 2023
- Schedule your annual wellness exam and submit the Biometric Screening Form
- Complete a variety of well-being activities and challenges.
-

Maintaining a relationship with your primary care provider leads to better health outcomes. Rather than offering on-site screening events across the state, biometric screenings are now only available through an annual wellness preventative exam with your primary care provider (PCP). This exam is covered at no cost once per plan year under preventative care, regardless of which health plan you choose. For this screening to count towards your well-being rewards, you must complete the screening form with your provider, sign and submit it to Total Wellness by April 1, 2024.

To learn more about how you can earn up to \$900 in an HSA or HRA, visit <https://bhr.sd.gov/benefits/livewellsd/>.

Submitted by Melissa Hart on 2023-07-18

SEND-A-THANKS RECIPIENTS

The Send-a-Thanks platform was developed for employees to be able to send a special thank you, or kudos, to one of their colleagues across campus. Employees who receive a send-a-thanks are entered in to a monthly drawing for either a Bookstore gift card or a mug and gift card courtesy of Einstein's.

We would like to give a shout out to the recipients who have received a kudos! Recent recipients were:

- Emery Beals, Student Summer Storekeeper Assistant
- Stephen Detlefs, Financial Aid Advisor
- Reilly Lane, Student Summer Storekeeper Assistant
- Theresa Lewis, Central Receiving
- Cassie Maser, HR Manager
- Kregon Norder, Student Office Assistant Roam
- Brenna Sadowski, Registration Officer
- Donna Vanden Hoek-Wiles, Program Assistant I

If you would like to send a special recognition to someone please click the quick link on the main e-Update email.

Thank you all for everything you do!

Submitted by Melissa Hart on 2023-07-18

TIMESHEETS DUE FRIDAY 7/21 BY 9AM

TIMESHEETS MUST BE SUBMITTED ON SNAP BY: FRIDAY, JULY 21, 2023 at 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 176 total hours in this current pay period, including the following for full-time employees:**

Overtime Eligible (Hourly) Employees:

- Monday, July 3, 2023 -- 8 hours Administrative Leave
- Monday, July 4, 2023 -- 8 hours Holiday
- ****No administrative leave should be recorded if employee worked**

Overtime Exempt (Salaried) Employees:

- Monday, July 3, 2023 -- 8 hours Administrative Leave
- Monday, July 4, 2023 -- 8 hours Holiday
- ****No administrative leave should be recorded if employee worked**

- ****Salaried employees do not need to enter the Holiday, it will factor in automatically**

CURRENT PAY PERIOD: 5/22/2023 through 6/21/2023

SUPERVISORS - all timesheets must be approved **BY 2pm FRIDAY 7/21** 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 Friday, July 21.

Submitted by Melissa Hart on 2023-07-18

FIRST REPORT OF INJURY - NEW PROCEDURES

Beginning July 1, 2023, the online process of reporting a First Report of Injury (FROI), will be replaced with a new 800 number. The FROI link will be deactivated and a new message will display with the 800 number to call and report a workplace injury. Both the new 800 number and the FAQ document are live on the BHR website.

Please call: 888.585.5075

- 24/7 access to a licensed nurse
- Access to a pharmacy benefits card
- Coordinated medical care at an appropriate level of care
- Timely reporting to your employer and the workers' compensation insurance company

You will want to call and report an incident as soon as possible. It is available 24/7, 365 days a year. It is recommended you call prior to seeking medical treatment unless the situation is an emergency. Due to the nature of the questions that will be asked when reporting an injury, it is recommended the employee calls themselves. If they are unable to report it for any reason, a supervisor or human resources can report the incident on behalf of an employee.

Please reach out to Human Resources if you have any questions.

Submitted by Cassie Maser on 2023-07-18

DIRECTOR OF ATHLETICS - CAMPUS OPEN FORUMS

Greetings!

The search committee for the Director of Athletics is pleased to welcome four finalists to campus this month.

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Please join us during the campus open forums where you will have a chance to hear from each candidate.

Mark Nore (Head Women's Basketball Coach at BHSU)
July 18 from 3 - 4 pm at The Joy Center

Scott Larson (Director of Athletics at Lubbock Christian University)
July 20 from 3 - 4 pm at The Joy Center

John Kietzmann (Associate Director of Athletics at Metropolitan State University of Denver)
July 24 from 3 - 4 pm at The Joy Center

Jade Temple (Assistant Athletic Director for Compliance at BHSU)
July 26 from 3:30 - 4:30 pm at The Joy Center

Submitted by Becca Walters on 2023-07-18

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Submitted by Courtney Huse Wika on 2023-07-18

PARKING PASS PAYROLL DEDUCTIONS

If you are planning to use a payroll deduction when purchasing your parking pass here are the links to do so. Please Complete **Both** forms in order for us to process your request.

[Parking Permit Form](#)
[Vehicle Registration Form](#)

Submitted by Lizzy Allred on 2023-07-18

A CALL FOR GEEK SPEAK-ERS

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Submitted by Courtney Huse Wika on 2023-07-25

11TH ANNUAL JACKET RIDE FOR VETERANS

Save the date! August 8th - This charity ride goes through Spearfish Canyon and Vanocker Canyon. It is led by our American Legion brothers and sisters and has law enforcement support at all major intersections. It is an excellent way to see these famous routes. The ride is sponsored so 100% of registration fees go directly to Veterans. All vehicles are welcome. <https://www.bhsufoundation.org/jacketride?fbclid=IwAR1le27A6IsDwiFkkrzHu6wUXWuo05uBUFz10qHOiBlphoLgEsKu-jsxDLQ>

Submitted by Kanda Guthmiller on 2023-07-25

PLEASE JOIN US FOR MENTAL HEALTH TRAINING FOR STAFF AND FACULTY

This past year we have been fortunate to solidify our counseling services, peer mentors and resources on campus. We have partnered with Lost & Found, a non-profit organization created to promote resiliency, provide mental health programs and advocate for policy change in the South Dakota. Together, Student Health and Counseling Services and Lost & Found have been asked to share more information on the mental health needs of our students, the resources we provide and how all of us on campus can help our students in need. We have created a session for folks who are interested in learning about what to do when students share their personal stories that are related to stress, depression, emotional turmoil, and need help.

We understand these situations can be uncomfortable and that most of us are not trained counselors, so what do you do to help? To provide you support and some basic tips and resource information, we are offering two sessions to start our conversation about mental health on campus and how each of us can help our students by listening and then knowing the available resources. We will cover active listening skills, basic mental health needs, resiliency, coping and self-care skills. Additionally, we will share available resources and talk about how you can help.

**How to support students and what to do when students come to you for help -
Wednesday, July 26**

9:00 - 10:30 am - Student Union President's Conference Room

Coping and self-care skills are not just for students - Monday, July 31

9:00 - 10:30 am - Student Union President's Conference Room

We hope you will be able to join us!

Becky Funk, Director of Student Health and Counseling Services
Corey Kennedy, Senior Prevention Specialist with Lost & Found
Jane Klug, Dean of Students

Submitted by Jane Klug on 2023-07-25

ASSISTANCE NEEDED FOR MOVE-IN, FRIDAY, AUGUST 18TH

On Friday, August 18 we are going to be moving in a WHOLE bunch of new students on campus. Residence Life will be busy checking-in students in the Jonas Parking Lot. That is the first stop for students. Once the students have checked in, they will be directed to their residence halls to move in. We have athletes, student organizations and community folks who have volunteered to help with the move in process. If you would like to lend a helping hand, your muscles would be greatly appreciated! Please sign up [here](#) to help students move in to their dorm and contact Residence Life at 642-6464 if you have any additional questions.

Additionally on Friday, Student Union Staff will have a shade tent on the campus green. There will be a table with maps, water and friendly faces to help answer questions and give directions to new students and their families. We will have the tent set up and staffed from 8 am - 3 pm. We hope to have two workers each of the 7 hours - totaling 14 helpers.

Are you interested and willing to help us? If you are willing to answer questions, give directions and be a great BH ambassador, please sign up [here](#) and let Jane Klug (642-6080) or Jessie Gramm (642-6378) know if you have any questions. If you do not feel like you have all the answers, that is okay. We'll have all the basic information included in a cheat sheet for those working the tent. Plus, we will have all the numbers to call should you need assistance.

Submitted by Jessie Gramm on 2023-07-25

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Please reach out to Human Resources if you have any questions.

Submitted by Cassie Maser on 2023-07-25

**STATE OF THE UNIVERSITY ADDRESS / BACK-TO-SCHOOL WEEK
PLEASE MARK YOUR CALENDAR**

STATE OF THE UNIVERSITY ADDRESS

Wednesday, August 16th
10:00 a.m. to 12:00 p.m.
Meier Hall

BACK-TO-SCHOOL WEEK

August 14th - August 18th

Submitted by Jacky Easton on 2023-07-25

2023 BHSU PART-TIME AND ON-CAMPUS JOB FAIR

BHSU Career Development is planning the 2023 BHSU Part-Time and On-Campus Job Fair.

[2023 BHSU Part-Time and On-Campus Job Fair](#)

Jacket Legacy Room, BHSU Student Union
1200 University St.
Spearfish, SD 57799

Thursday, August 31st, 2023
9AM-Noon

At this time, we have 2 outside employers registered with plenty of room for more!

This fair will max out at 25 employers and is first come first served in terms of registration.

Career Development would LOVE to have your department or unit represented at the fair if you are looking to hire students for Fall 2023/Spring 2024 School Year!

Please note that you can register your department yourself OR you can just email me your department name, unit name (or specific area of your department), representatives names, and any questions or requests you have!

There is NO CHARGE for on-campus departments to register a table, so please know that when you choose a registration, that the fee will be waived.

In addition, please encourage students, both new and returning to attend the fair! If you have any questions, comments, concerns, or would like a table, please do not hesitate to email me!

Happy almost end of July!

Jin Kim
Careers@bhsu.edu

Submitted by Jin Kim on 2023-07-25

PARKING PASS PAYROLL DEDUCTIONS

UPDATE: There were issues with the original docuSign links in this announcement, but they have been fixed now. Anyone who previously submitted the forms will need to resubmit using these updated links.

If you are planning to use a payroll deduction when purchasing your parking pass here are the links to do so. Please Complete **Both** forms in order for us to process your request.

[Parking Permit Form](#)
[Vehicle Registration Form](#)

Submitted by Lizzy Allred on 2023-07-25