

### EMPLOYMENT VERIFICATIONS

Black Hills State University, and the South Dakota Board of Regents, receives volumes of requests from third parties (such as lenders, property managers, and social service agencies) that need to verify employment and salary history for current and former employees. Verifiers typically request this information by phone, e-mail, or fax. In order to make the employment verification process more secure and improve workflow, South Dakota Board of Regents now uses Experian's uConfirm®. Effectively immediately, if Human Resources receives a request from a third party to verify employment or salary history for a current or former employee, we will refer them to uConfirm's website [www.uconfirm.com](http://www.uconfirm.com) where they will complete the verification process. The uConfirm process is seamless for our employees and you may access your own verification records by visiting the uConfirm website as well. If you have any questions please contact Human Resources at 605-642-6549.

Thank you!

*Submitted by Melissa Hart on 2022-06-21*

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### PLEASE CONSIDER ASSISTING WITH NEW STUDENT ORIENTATION

Do you enjoy visiting with people about Spearfish, the Black Hills, and BHSU? Do you excel at directing the lost? Is the hum of nervous excitement music to your ears? Then we have a deal for you!! We are seeking on-campus staff/faculty who would like to welcome and assist new students and their families during summer orientation.

When would assistance be needed?

Summer orientation dates are June 27, June 29, and July 18. We are looking for help in key parts of the day:

1. Welcome/Check in - 8-9:15 AM
2. Information fair/Student & family lunch - 11:15 AM-12:45 PM
3. Tear down/Clean-up - 3:30-4ish PM

What are you asking of me?

Examples of things you might be doing include giving directions, answering basic questions and referring to resources, technical work such as computer password help, providing info pamphlets, or being a runner, or just having an engaging conversation with students and their families. The most important task will be making up to 120 new students and their guests feel welcome while positively promoting BHSU and our community.

Please call or email Janette Hettick (6934 or [Janette.Hettick@bhsu.edu](mailto:Janette.Hettick@bhsu.edu)) to sign up for days and times on which you can help. Thank you for your consideration!

The NSO (6J) Committee - Janette Hettick, Jane Klug, John Allred, John Ginther, Joe Rainboth, and Jessie Gramm

*Submitted by Janette Hettick on 2022-06-17*

**CONGRATULATIONS PEGGY MADRID ON YOUR PARTIAL RETIREMENT**

After many years of dedicated service to BHSU and TRIO I am eager to announce the partial retirement of Assistant Director Peggy Madrid. Peggy has been an employee of the state of South Dakota for 35 years. Thirty-one of those years have been at BHSU and eighteen of those years have been with TRIO. Peggy's time at BHSU started in 1990 as the Program Assistant to the College of Business before she was recruited to join TRIO. Peggy will continue to help TRIO students part-time beginning 6/21/22. We are thankful to keep her knowledge, wisdom, and expertise as an asset to both TRIO and BHSU at a part-time status. Please join me in congratulating Peggy on her retirement.

Peggy has opted not to hold a retirement party at this time. In lieu of a party please send me one or more of your favorite stories of Peggy or a word you feel best describes her I will put it all together as a retirement present to her([ashley.kirchner@bhsu.edu](mailto:ashley.kirchner@bhsu.edu) -Please send this to me by 7/1/2022).

CONGRATULATIONS Peggy and THANK YOU for all you have done and given to our university and our students.

*Submitted by Ashley Kirchner on 2022-06-17*

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**FAREWELL FOR CLARISSA THOMPSON**

Please join us in wishing Clarissa Thompson well and meet sweet baby Tom on Tuesday, June 21<sup>st</sup> (today!) from 1-2 PM in the Student Success Center lobby. Clarissa will be leaving us at the end of June to work with EAB/Navigate.

*Submitted by Janette Hettick on 2022-06-17*

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**TIMESHEETS DUE WEDNESDAY 6/22 BY 9AM!**

TIMESHEETS MUST BE SUBMITTED ON SNAP BY: WEDNESDAY, JUNE 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 176 total hours in this current pay period, including 8 hours of Holiday pay for 5/30/22 and 8 hours of Holiday pay for 06/20/22 for full-time employees.

CURRENT PAY PERIOD: 5/22/2022 through 6/21/2022

SUPERVISORS- all timesheets must be approved BY 2pm WEDNESDAY 6/22 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.

## CAMPUS E-UPDATE | JUNE 21, 2022

EMPLOYEES, please make sure your timesheet has been submitted and approved by your supervisor prior to 2:00 pm on Wednesday June 22.

*Submitted by Melissa Hart on 2022-06-10*

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### 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). 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" by **June 30, 2022**. Please don't hesitate to reach out to Cassie Maser at 6545 or [cassie.maser@bhsu.edu](mailto:cassie.maser@bhsu.edu) if you have any questions.

*Submitted by Cassie Maser on 2022-06-10*

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### EMPLOYEE AWARD NOMINATIONS

The annual employee awards have been revamped and individual winners will each earn \$500! Now is the time to make recommendations for your valued colleagues. Do you know of an outstanding BHSU employee or group who stands out in their service to students and/or the University? If you have been admiring from afar, now is the time to show your fellow coworkers that their work is noticed and appreciated! Nominate our outstanding employees for an award to be given out at the State of the University this fall, and for them to get the recognition they deserve. Visit <https://portal.sdbor.edu/bhsu-fac-staff/Pages/Human-Resources.aspx> for nomination forms and descriptions of the awards. The deadline for nominations is June 30, 2022. Please email the nominations to [BHSUHumanResources@bhsu.edu](mailto:BHSUHumanResources@bhsu.edu). Call HR at 605.642.6549 or email [BHSUHumanResources@bhsu.edu](mailto:BHSUHumanResources@bhsu.edu) with any questions or for more information.

*Submitted by Cassie Maser on 2022-05-03*

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*Submitted by Cassie Maser on 2022-05-03*