A Message from the Director

Aloha University Ohana,

As July 4th approaches, let us celebrate our independence with gratitude for those who have paid the price for our freedom. Our military should be applauded for their courage and sacrifices to preserve the constitution of this great nation. Let freedom ring!

Quote of the Month

“Forget yourself and get to work!”

~ Gordon B. Hinckley

HR is Proud to Announce

BYU-Hawaii’s Most Intelligent Employee for June 2010:

Corbin Thomander

Answers to HR Smarts trivia on page 2. How would you like to be our next intelligent employee?

Holiday Independence Day

Monday, July 5th

PeopleSoft Time & Labor Edits/Approvals Deadline for Pay Period #14

Tuesday, July 6th

12:00 Noon

Training

Are you looking for ideas on how to motivate and energize your staff to share the vision of your department? Are you looking for ways to improve your management skills?

Visit the Harvard ManageMentor site today! Just login to your mybyuh.edu account, click on the ‘employee’ tab, and on the bottom right hand corner you will find the Harvard ManageMentor link. There are a variety of topics from business management to personal development.

Upcoming Events

October is but a few months away and it will be time again for our bi-annual 2010 Health & Benefits Fair

Friday, October 15th

Cannon Activity Center

9:00 a.m. to 1:00 p.m.

Come join us for a few hours of valuable information concerning your health as well as the benefits that are available to you as an employee of BYU-Hawaii.

We’re Glad It’s Your Birthday!

“HAPPY BIRTHDAY!”

Aaron Jensen

Aaron Curtis

Angeline Keo

Billy Casey

Brian Houghton

Charlene Feinga Latu

Charles Haiola

David Lee

Debra Lee-Jackson

Dwight Miller

Guy Boydston

Ilafehi Tilini

Isaac Mokiao

Isaiah Walker

Jackson Mapu

Jerome Toluono

Jimmy Nilson

John Haiola

Jon Jonassen

Katai Teava-Mariteragi

Kathleen Camit

Lissie Ah Yen

Maria Martin

Meleana Unga

Michael Tuia

Monique Saenz

Myrna Marler

Patricia Hartford

Rebecca Harrison

Russell Merrill

Scott McCarrey

Siamouli Leui

Ted Guildner

Ualani Nagy
MARVEL’S CORNER

A friendly reminder... To avoid delays in the hiring process please remember to follow these procedures when hiring a non-student employee:

TEMPORARY EMPLOYEE
- Job Proposal signed by the President’s Council.
- Job Description for Temporary Employees.
- Request for Temporary Services (RTS) signed by the Department Head/Chair.

ADJUNCT FACULTY/SPECIAL INSTRUCTOR
- Adjunct Faculty/Special Instructor Appointment with authorized signatures.

MANDATORY NEW HIRE ORIENTATION

After all forms have been completed and submitted to Marvel, the employee will be assigned a day/time to attend New Hire Orientation before they are authorized to work. Our orientation sessions are every Thursday from 8:30 a.m. to 10:00 a.m. in Admin II. All supervisors are notified of new hires in their department who would need to attend a given session.

Answers to June’s HR Smarts Trivia

1. Marvel Perez is the HR Office Manager.
2. Jeannie Lawrence handles employee relations.
3. False, only Tessie Faustino can give salary information.
4. False, Temporary employees are not eligible for vacation or sick leave.
5. False, only Tessie Faustino can give salary information.
6. Mike Bliss is the VP over HR.
7. New Hire Orientation is every Thursday from 8:30 a.m.—10:00 a.m.
8. True, the Student Orientation is available online.
9. Drew Cheng is HR’s Webmaster.
10. Anson Lam is the newest student assistant in HR.
11. BONUS: Administrative employees have 2 days from end of the pay period to input leave hours (Vacation/Sick).

HR SMARTRs TRIVIA

Explore the HR Website

*Will you be BYU-Hawaii’s next intelligent employee? The HR website has all the answers.

1. Once you get to the HR site, what is the navigation to ‘HR Forms’?
2. Where can you find information about Tuition Benefits?
3. What are the first four words in our Mission Statement?
4. What is the navigation to find a job?
5. Where can one find the holiday schedule?
6. BONUS: Name the employees of our HR Staff.

STUDENT EMPLOYMENT COUNTER

From the desk of Jeannie Lawrence

STUDENTS WORKING 20 HOURS OR MORE

Attention all supervisors, managers and students: HR is monitoring pay periods 14 & 15, June 20 - July 17, 2010. This begins a new four-week pay period to be monitored. Students working more than 20 hours per week need to drop to 19 hours within this four-week period otherwise we will enroll them in the Deseret Choice Plan and premiums will be paid entirely by the department. For further inquiries, please call Human Resources at 675-3675.
Employees classified as regular employees may be allowed time up to three days of time off with pay to make arrangement for and to attend the funeral of certain close relatives. For the purpose of this policy, those who will be considered relatives are:

- husband
- father
- grandfather
- father-in-law
- wife
- mother
- grandchild
- mother-in-law
- Son
- brother
- son
- son-in-law
- brother-in-law
- daughter
- sister
- daughter-in-law
- sister-in-law

And any other relative (blood or in-law) who, at the time of death, was living home of the employee.

Employees wishing to attend the funeral of relative not listed above may request personal leave. For staff and administrative staff personnel, permission to attend the funeral of a fellow employee which will be granted at the discretion of the department head, through the immediate supervisor. It will also be determined whether the time should be made up.

When the time needed to accomplish normal arrangements for, and attendance at a funeral is less than three days, it is expected that employees will take only the amount of time that is required. If the time required is more than three days, any employee may request additional time to be charged to his or her vacation or make such other arrangements as are in keeping with policy and are acceptable to his or her supervisor, director, dean or associate dean.

A social security card is required for each dependent to get an I.D. number. After Human Resources has issued the I.D. number the dependent will receive a BYU Hawaii Identification Certificate to the Student Activities office, pay the $3.00 fee and have their picture taken for their I.D. The age of eligibility to obtain a BYUH Dependent I.D. is age 6. Dependents who are under the age of 6 can use their parent's I.D.
Health & Wellness

CHALLENGE #4
July 1st—August 31st
Enhance your relationships and exercise 30 minutes, 5 days per week

* Spend quality time with--or do something special for a loved one, friend or co-worker (It doesn't have to be the same person everyday).

Challenge #3 has ended and we hope that you are all balancing sedentary recreation with physical activity by limiting your leisure time on the computer/TV to 1 hour on weekdays and no more than 2 hours on weekends allowing you to spend more time in outdoor activities. Click here to report your results and don’t forget to print out and complete the calendar for your incentives from BYU-Hawaii.

EAT HEALTHY!
Easy Veggie Recipes

PINEAPPLE & SWEET POTATOES

4-5 medium sized sweet potatoes
1 tbsp lemon juice
1/2 cup sugar
1/4 cup brown sugar
1/4 cup butter or margarine
1/2 tsp cinnamon
1/2 tsp nutmeg
1 tsp vanilla flavoring
1 8 oz can of pineapple chunks

Cut up sweet potatoes and cover with enough water to bring to a boil; pour half of the sugar and add lemon juice. Bring to a boil for about 5 minutes. Drain. Pour sweet potatoes into casserole dish, add remaining ingredients, except pineapples cover and bake in oven (350 degrees) until potatoes are almost done. Add pineapples and finish cooking. Serves 5-6.

FRESH ITALIAN WRAPS

Asparagus spears are marinated briefly in an olive oil, balsamic vinegar, garlic and pepper mixture. They are then grilled, cooled, and wrapped with thin slices of prosciutto.

20 large Spears of Fresh Asparagus
2 Tb Olive Oil
2 Tb Balsamic Vinegar
2 Tb fresh Garlic, minced
1 Tb Pepper
20 slices of Prosciutto

Wash and trim asparagus to 5-6 inches long. Place in shallow baking dish and marinate for 10 minutes in a mixture of Olive Oil, garlic, Balsamic Vinegar and pepper. Wrap stalks in foil and place on BBQ; cook until almost fork tender (depending on size of stalk--approx. 4 minutes.) Remove asparagus from foil and place directly on grill for 2 minutes to add grill marks. Remove from grill and allow to cool. Take each stalk and wrap, starting at the tip, with a slice of prosciutto. Arrange on platter and serve.

NEVER SKIP BREAKFAST!
Studies show that children who eat breakfast do better in school. It doesn't take much further thought to realize adults will feel better and perform better at work as well. Whether you work at home, on the farm, at the office, at school, or on the road, it is not a good idea to skip breakfast. Eating a good breakfast sets the tone for the rest of the day.