A Message from the Director

Aloha University Ohana,

I know most of us have been battered and bruised by the economic storm. Workloads have been expanded and we want to thank our University ‘Ohana for their energy and passion who put their thoughts and feelings into action. We are confident that our challenges will be “but for a small moment” and that we will rise to the occasion. Please feel free to contact Human Resources if you have any questions about your employment. We are here to serve you.

QUOTE OF THE MONTH

“Service with a smile is service with style” – PK

WELCOME...

Anson Lam joined our HR Ohana on May 26th as a Student Assistant, specializing in Accounting. Anson is from Hong Kong majoring in Accounting major and has replaced Elizabeth Walker.

Justin C. Krietel joined our HR Ohana on May 24th as a Student Employment Assistant. Justin is from Mexico, majoring in International Business and has replaced Daniel De La Fuente.

Jaimee K.T. Bourne joined our HR Ohana on May 5th as a Student Assistant. Jaimee is from New Zealand, majoring in Education and has replaced Denise Burnett.

What’s New?

ADMINISTRATIVE EMPLOYEES ENTERING LEAVE HOURS FOR SICK/VACATION

There is a ‘two-day’ window after the pay period has ended to enter your vacation/sick leave hours. Otherwise you will need to complete the PeopleSoft Time & Labor Edits for Previous Pay Period form and submit to HR.

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.

More information on Benefits page...

We’re Glad It’s Your Birthday!

“HAPPY BIRTHDAY!”

Laurie Abregano
Jonathan Aoki
Elizabeth Brown
Chiung Chen
Steven Cheney
Marynelle Chew
Brent Chowen
Martha Christensen
Anna Christiansen
Becky DeMartini
Dorothy Fiso
Lily Fonoimoana
Erik Frederick
Feao Heimuli
Michael Johanson
Ivanele Kahalepuna
Jolene Kanahele
Helaman Kaonohi
Judy Kapu
Ivy Keawe
Keith Lane
Lawrence Lau

Irene Lesuma
Meli Lesuma
saralyn Lopez
Daniel Loveridge
Lorraine Matagi
Kereti Mati
Elaine Merrill
Ivona Mills
Jacob Nihipali
Aubrey Olsen
Bob Owan
Edna Olsen
Kevin Schlag
Daniel Scott
Braden Sika
Timothy Stanley
Jon Stansell
Sifa Talakai
Marjorie Tuttle
Judd Whetten
Ned Williams
Stuart Wolthus
THE STUDENT EMPLOYMENT COUNTER

IMPORTANT INFORMATION!

Students not continuing for future semesters must terminate employment by the following dates:

- **June 2nd** for International students
- **June 16th** for Domestic students

- All new international students can only work a maximum of 19 hours/week.
- Only continuing students in good academic standing may work up to 25 hours/week with approval from Student Employment.

TERMINATION CHECKS FOR STUDENT & TEMPORARY EMPLOYEES

If an employee requests to have his/her paycheck at the time of termination, they must complete the Request for Final Payroll Check form and submit to HR or Student Employment by the deadline stated on the form. The following instructions are crucial to the processing of a final paycheck:

- The employee must have notified their department ‘in writing’ of their intention to end employment with BYU-Hawaii at least ‘one pay period’ prior to their end date.
- Attach signed and approved timesheet (including projected hours worked for the last day), a Request for Personnel Action for Student Employees Only or Temporary Employee Termination form (for temporary employees), and a copy of resignation letter. For more information you may call Shawn Keliiliki at 675-3490 or Jolene Kanahele at 675-3492.

THE ABSENCE OF AUTHORIZED SIGNATURES CAN CAUSE DELAYS

When processing forms for hire or payment please be sure that all authorized signatures are present before submitting to Human Resources.

HR SMARTS TRIVIA

*First to get all the answers correct is BYU-Hawaii’s most intelligent employee. Email your answers to kanahelj@byuh.edu. The answers to most of these questions are in this newsletter...Good luck!

1. Who is the HR Office Manager?
2. Who handles employee relations?
3. True or False: Anyone in HR can give information on salary ranges for a position that is open.
4. True or False: Temporary Employees are entitled to vacation and sick Leave.
5. Who handles employee benefits?
6. Which Vice President is over HR?
7. On what day, and what time is new hire orientation (for non students) held?
8. True or False: Student new hire orientation is now taken online.
9. Who is HR’s Webmaster?
10. Who is HR’s newest student employee?
11. BONUS: How many days do Administrative employees have to input their leave hours? (Vacation/Sick)

HR STAR

Employment

June 3, 2010

MARVEL’S CORNER

THE ABSENCE OF AUTHORIZED SIGNATURES CAN CAUSE DELAYS

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Your Benefits

Know Your Benefits...

Do you know what your benefits are as an employee of BYU-Hawaii?

Follow these simple steps to find out about your benefits:

1. Login to [DMBA.COM](http://DMBA.COM) using your DMBA ID# and PIN#
   If you lost your dmba PIN#, please contact DMBA at 1-800-777-3622 (Only DMBA can help you with your PIN#'s)
   If you need your DMBA ID#, please contact Robin Fiu at 675-3710 or Jolene Kanahele at 675-3492.

2. Click on My Benefits on left hand side of screen

3. Select "My Statement of Benefits"

4. This will give you a good idea of what you will receive if you were to retire from BYUH, the amounts of insurances you have and your thrift balances.

Tuition Benefit Changes

University Personnel Tuition Benefits

*Spouses and children become eligible to receive tuition benefits when regular full-time University personnel has completed one year of service. Eligible dependents become eligible as long as they have completed 11th grade.

Financial Matters Haunting You?

Why not get a head start with Shane Stewart, DMBA Financial Planner!

Fill out the [Financial Planning Worksheet](#) and mail or fax to DMBA for processing. DMBA will then create a personalized financial plan book for you and Shane will personally deliver it to you in October. You will also be able to meet with Shane to review your plan and your financial goals. There will be 30-minute slots available and appointment is required.

2010 Health & Benefits Fair

will feature the following vendors and Health Experts:

American Savings Bank, Costco, Sam’s Club, Curves, Dr. Holland, Dr. Baize, Guild Mortgage, DMBA, Wealth Managing Partners, Branch Nautu & Infinite Soul, Queen’s Cancer Center, TIAA-Cref, Hawaii USA FCU, Kahuku FCU, Social Security, Liberty Mutual, Kaiser Permanente, BYU-Hawaii ‘s Food Services, Educational Outreach, Health Services, Print Services, Safety & Security, and many more.
Make FUN a Part of Your Daily Routine!

It’s the beginning of Summer so make time for fun! Part of challenge #3 is to limit your TV and computer time. Spend time with family and friends or on other activities that get you moving. Pick up a hobby you’ve put off for awhile like crafts, reading, cooking, fishing, golf, etc or just kick back and daydream. Make a wish list of one or two items you’ve always wanted to do and make it a goal to pursue one of them by the end of the year. Stay active during the summer and remember to protect yourself from the harmful rays of the sun.

Important Dates to Remember...

June 6th
National Cancer day
June 6th—12th
National Headache Awareness Week
Sun Safety Week

BYU-HAWAII TEAMS UP WITH DMBA ON HEALTH & WELLNESS

We strongly encourage all regular full-time and part-time employees to participate in our BYU-Hawaii Health and Wellness Program in conjunction with DMBA. Here’s why:
- DMBA will pay you up to $200 at the end of the year just for making healthy choices.
- Challenges are bi-monthly and you can earn $25/challenge.
- If you complete your Personal Health Assessment (PHA) you can earn $50
- Besides incentives from DMBA, BYU-Hawaii will reward you with incentives such as Jamba Juice, Subway Sandwiches and Regal or Consolidated movie tickets. All you have to do is join!
- For more information please call Eugenia Lawrence at ext. 53675 or email lawrence@byuh.edu

EAT HEALTHY!
Who doesn’t enjoy Greek food? Here’s a simple recipe for GREEK SALAD

2 large cucumbers
6 large black olives
2 large green bell peppers
1 large red bell pepper
1 small red onion
1 large tomato
1/2 cup vegetable oil
1 1/2 teaspoons white wine vinegar
1/2 cup crumbled feta cheese
Salt and pepper to taste

Directions
1. Peel and seed cucumber.
2. Chop cucumber and remaining vegetables and combine in large bowl.
3. Whisk together oil and vinegar and add to salad.
4. Add feta cheese, salt and pepper. Toss and serve.

CHALLENGE #3
May 1st—June 30th
- Find balance in your recreation.
- Limit leisure with TV/computer time.
- Exercise 30 minutes, 5 days per week.