May Edition

A Message from the Director

Aloha University Ohana,

Welcome to the new and improved HR Star. We hope that you enjoy reading the contents of this newsletter. Our goal is to provide you, our BYU – Hawaii employees, with updates and the latest news from Human Resources that may benefit you and your department. We welcome feedback as we strive to provide you with excellent quality service. Mahalo for your continued support.

WHAT’S NEW?

TRAINING IN “30!” Human Resources offers training in the following areas every Thursday in 30 minute blocks from 3:00 p.m. - 4:30 p.m.

PEOPLESOF T TIME & LABOR
DMBA WEBSITE
Jolene Kanahele, kanahelj@byuh.edu
Ext. 53492

EMPLOYMENT PROCEDURES
PEOPLESOF T SELF SERVICE
Marvel Perez, perezm@byuh.edu
Ext. 53716

We are open to any suggestions for additional training. Just let us know and we’ll see what we can do!
Email us at HRS@byuh.edu

CHANGE IN TUITION BENEFIT. All regular full-time employees who plan to take a course in a semester/term that exceeds one hour will need to put that request in writing, get initial approval from their director, attach that appeal to the tuition benefit form and submit to their line VP for final approval.

PROBATIONARY PERIOD OF EMPLOYMENT. All new (regular full-time) hires will have to wait six months to be eligible for vacation and tuition benefits. More information to follow.

MAHALO...

...To all those who were able to attend the 2010 Ho’omaika’i Dinner as well as those who made this event possible. We would like to congratulate once again our 2010 recipients for a job well done in receiving the Exemplary Service Awards:

Jacquie Alisa, Michelle Fuluvaka, Marilou Lee, Carol Peterson, Randy Sasaki, James TalHook, Steven Tueller, Roy Yamamoto, Chad Ford, Gary Frederick, Jennifer Lane, and Rose Ram.

WELCOME!

DREW CHENG of Manoa, joined HR first as a student majoring in Computer Science, and now as a graduate. Drew is our Technical Assistant and maintains the HR department website as well as troubleshoots all technical problems we encounter.

We’re Glad It’s Your Birthday!

“HAPPY BIRTHDAY!”

Michael Belnap
Ramond Brothers
Tony Castillo
Joseph Cazimero
Bruno Chung
Jaime Faustino
Charity Fonoimoana
Mayette Fonoimoana
Roderick Graham
Michael Griffiths
Tavita Iese
Adam Jacobsmeyer
Harmony Kahaialii
Samuel Kinikini
John Lapenes
Alipate Latu
Mele Lavulavu

James Lee
Danny Lindley
Jocelyn Lopez
JoAnn Lowe
Patrick Macy
Richard McBride
Martin McDonell
Siu Moala
Pepper Muae
P. Douglas Nielson
Betty Nikora
Carol Peterson
David Porter
Phillip Relator
Peter Taillele
Vika Vimahi
Terry White
Earl Wyman
A Brief History of May Day

May Day occurs on May 1st, and refers to several public holidays. In many countries, May Day is synonymous with International Workers' Day, or Labor Day, a day of political demonstrations and celebrations organized by the unions, anarchist, and socialist groups. May Day is also a traditional holiday in many cultures.

If you are a new comer to the La’ie community and have not yet had the opportunity to experience a May Day program from any of the Elementary Schools (on the North shore) and/or Kahuku High School you are in for a delightful treat. The following May Day programs are as follows:

- **LAIE ELEMENTARY**
  May 5th, 8:30 a.m. at the PCC Theater.

- **KAHUKU ELEMENTARY**
  May 6th, 9:00 a.m. at the Cannon Activity Center.

Here’s a traditional song that is sung each year at May Day:

```
May Day is Lei Day in Hawai’i
Garlands of flowers ev’ry where
All of the colors in the rainbow
Maidens with blossoms in their hair.
Flowers that mean we should be happy
Throwing aside our load of care, Oh!
May Day is Lei Day in Hawai’i
Lei Day is happy day out there.
```
Marvel Perez is the Human Resources Office Manager and handles the employment process for all non-student employees (regular full-time/part-time and temporary).

Below is the PRE-EMPLOYMENT PROCESS if your department is hiring a temporary employee. These forms are required before the remaining hire forms can be given to the prospective 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 form with authorized signatures.

**IMPORTANT: MANDATORY NEW HIRE ORIENTATION**

After all hire 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 need to attend.

**THE STUDENT EMPLOYMENT COUNTER**

**IS YOUR STUDENT ENDING EMPLOYMENT?**

You may **terminate** them immediately by clicking on the link provided. Please double check to see that all hours for that employee has been paid before you have completed the termination process as to avoid an exception check being processed and the exception check fee being charged to your department.

**HOW MANY HOURS CAN YOUR STUDENT WORK DURING SPRING/SUMMER & FIRST TERM?**

The answers are in the Student Employment Guidelines.
**MONEY TALKS!**

**WHAT ARE YOUR FINANCIAL PLANS FOR THE FUTURE?**

JOIN THE 401k THRIFT SAVINGS PLAN, BYU HAWAII WILL MATCH WHATEVER PERCENTAGE YOU DECIDE TO SAVE!

Go to [dmba.com](http://dmba.com) TODAY, join the 401k Thrift Savings plan, start saving for the future and get CA$H back from BYU-Hawaii!

*Effective April 1, 2010, new hires, newly eligible, and some rehired employees will receive a dollar for dollar employer match, up to 6%. In other words, if you're newly hired and you contribute 1%, your employer will also contribute 1%; when you contribute 2%, your employer will contribute 2%; and so on, up to 6%. Of course, you can contribute more than 6%. These employees will receive a reduced benefit in Deseret Mutual's Retirement Plan. The table shown above applies to employees who enrolled in the 401k Thrift Savings plan prior to April 1, 2010.

**SICK LEAVE PROCEDURES**

Employees will enter the appropriate sick leave hours on the Time and Labor timekeeping system when practical or by the end of the pay period so that the absence will be charged to their sick leave accrual.

Sick leave may be used for the following:
1. Personal illness of the employee.
2. Employee and immediate family dentist and doctor visits.
3. Illness of employee’s immediate family (spouse, children, and parents) living in the employee's home.

Note: Use of sick leave for a family member illness should be discussed with and approved by management. Management may require a medical certification to verify that sick leave has been taken for a legitimate purpose.

4. Sick leave may be used for days when the employee cannot or should not work upon medical advice, including maternity time.

Doctor's statement certifying reason for absence must be provided when an employee takes a leave of absence for illness or accident for themselves or family members. Employee must also fill out Family Medical Leave Act (FMLA) forms and Temporary Disability Insurance (TDI) forms if applicable. Forms are available at the HR office.

Policy number: III.D.2

Other notes: If an employee submits a doctors certification to their department, please be sure to forward a copy to the HR office.

**LOG IN TO**

Log in to dmba.com using DMBA ID# and PIN#
Select "My Benefits" of left hand side of page
Select "Change My Enrollment"
Click on "View Details" next to "Active Members"
Click on Add or Reinstate a Spouse or Dependent Coverage
Follow instructions as listed.

For those on Kaiser Hawaii plan, you will need to fill out the [Kaiser form](#) in addition to the online process above. Kaiser forms can be dropped off at HR for further processing. Employees have 60 days to add a new dependent to their medical plan.
CHALLENGE #2
MARCH/APRIL has ended!
Don’t forget to report your results to DMBA as well as COMPLETE YOUR WELLNESS CHALLENGE CALENDAR and submit to HR for your gift card incentive.

CHALLENGE #3
May 1st—June 30th

Find balance in your recreation.
Limit leisure with TV/computer time.
Exercise 30 minutes, 5 days per week.

Wednesday, May 12th
Cannon Activity Center
6:00pm – 8:00pm
Ice-cream will be served
*Door prizes

Hurricane season is on the rise from June to November and you don’t want to be caught unprepared for an emergency!

“If ye are prepared, ye shall not fear.”

EMERGENCY SHELTER
INFORMATIONAL DRILL/EXPO

Wednesday, May 12th
Cannon Activity Center
6:00pm – 8:00pm
Ice-cream will be served
*Door prizes

Familiarize yourself with the American Red Cross Shelter setup. Now is the time to learn of the type of services provided in a shelter. Information regarding various emergency topics will be presented by various vendors which include but not limited to:

- American Red Cross
- Hawaii Civil Defense
- Liberty Mutual
- HPD – Keiki thumb printing
- 1 week emergency prep kit
- Pet Care, etc

MREs, sandbags, and other emergency items will be available for purchase.