A Message from the Director

Aloha University Ohana,

2011 is already in full speed. As we have all set our goals as a team in the workplace as well as in our personal lives, may we all remember one important element as we strive to attain those goals; and that is to “Live the Gospel along the way”. What may seem to be an ‘inconvenience’ as we journey toward our goals may indeed be the stepping stone necessary to reach not only our temporal goals, but our eternal goals.

2011 HO’OMAIKA’I EMPLOYEE APPRECIATION DINNER/DANCE

We hope you plan on joining us on Tuesday, March 15th at 6:00 p.m. in the Cannon Activity Center where we will recognize our Years of Service Award recipients as well as honoring our Exemplary Employees. We have a fun evening planned for everyone so RSVP today by calling Mary Nautu at ext. 53674 or email mary.nautu@byuh.edu. Last day to RSVP is Friday, March 4th by 5:00 p.m.

The employee birthday list can now be viewed on the Human Resources website. Just click on the link to the right.

Know Your Benefits

Shane Stewart will be on campus from March 14th – 18th to present a workshop as well as meeting with employees one-on-one, who wish to discuss their financial future. There are only a few slots left so reserve your spot today. One-on-one appointments are 30-minutes. If by chance, all slots are taken, you will be put on a waiting list and will be notified if someone cancels.

DMBA Trivia

The first to get all answers correct will win a small prize. Please email your answers to kanahelj@byuh.edu

1. True or False: Employees can enroll for EyeMed any time of year.
2. When an employee ends employment, when does their health insurance expire?
3. What percentage must an employee contribute to their 401k savings plan to get the maximum employer match?
4. True or False: During what period is an employee allowed to make changes to his/her insurance plan?
5. When applying for Supplemental insurance coverage, an employee can apply for up to _____x’s his/her salary.
THE LIVING HEALTHY CHALLENGE

DMBA Challenge #1 is ending, Monday, Feb. 28th. You may start turning in your completed challenges on March 1st to choose your incentive. Remember, in order to claim two incentives you must have completed at least 80% of the challenge otherwise you will only receive one incentive. Challenge #2 begins March 1st so start thinking about what personal challenge you will be working on for the next two months.

THE 10,000 STEPS CHALLENGE

Those of you participating in the quarterly event of 10,000 steps/day, keep up the good work. More information will be given regarding the next quarterly challenge beginning in April.

MEET THE BYUH HEALTH & WELLNESS COMMITTEE

Our committee is made up of employees who are concerned about your health and well-being. Norman Kaluhiokalani (Coach K), Cecilia Day, Shawn Keliiliki, and Kathy Pulotu have put their heads together and have come up with some fun ideas on how we can all get in shape and maintain good health. Stay tuned for the next BYUH H&W Challenge.


HEALTH & WELLNESS

The only way to keep your health is to eat what you don’t want, drink what you don’t like, and do what you’d rather not.”

~Mark Twain

EMPLOYMENT

NON-STUDENT

The job freeze has been lifted. However, President’s Council approval is still required to open positions or to hire a temporary employee. Click here for current job openings.

STUDENT

We appreciate your efforts to make our jobs and employment processes run smoother.

There are still quite a few student positions that are open, but not occupied. In the next few weeks we will be updating our PeopleSoft database and emailing lists to departments once again to go through all student positions in your department and notify Student Employment of the positions that should be inactivated.

Eugenia Lawrence
Assistant Director

PS TIME & LABOR

Scenarios and Solutions

Scenario: Your employee was hired last week. It is now the end of the pay period and you need to enter time for the days that he/she was not on PS Time & Labor. You can see their timesheet, but there are no boxes present for you to input hours.

Solution: On the employee timesheet, change the date to the actual hire date (on the hire slip submitted by the employee), click refresh and the boxes should open up for you.

Scenario: You have already approved your employee timesheets, but an employee has come to you last minute, but before the deadline to make a change. What do you do? The timesheet has already been approved.

Solution: You can still make changes to an employee timesheet, and you’ll have to await the time admin process so you can approve the changes. Note that the negative amounts must also be approved because it also reflects the changes made.

Scenario: I am trying to approve, but cannot see that there is any time to be approved.

Solution: It is probably because you have already approved it. You can double check by going to View Time, then Payable Time Detail and checking within the range of dates. The status will tell you if it has been approved or not. It will either say “approved”, or “needs approval”.

*This information will also be available on the Timekeeper Central Forum.

HR STAR QUARTERLY

January—March 2011

BYU HAWAII

2-1/4 cups water
A dash of salt
1 C. regular rolled oats
1/2 t. Cinnamon
1/4 C. dried cranberries
1/4 C. Chopped Walnuts
1 T. Flaxseed
1 T. Honey or Molasses

1 C. milk or dairy free milk alternative

1. On high heat, combine the water and salt in small saucepan.
2. When the water boils, turn the heat to low, add oatmeal, and cook stirring constantly until the water is absorbed, about 5 minutes. Add the cinnamon, cranberries, walnuts and flaxseed. Stir, cover the saucepan, and turn off the heat. Let set for 5 minutes. Serve with milk and honey (or molasses).

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