

# HRA Brown Bag

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January 21, 2015

- HRA initiators should put more details in the Additional Information section so that the HRSC can fully understand the intent of the request.
- Although the HRSC double-checks account codes, be sure to include them in the HRA chartfield.
- Garee runs the clearing account report, which includes biweekly and monthly employees. In order to decrease the number of DRDs, please be sure to submit changes as soon as you receive the report. A general funds chartfield should be used for the interim for OSP projects that have not yet been assigned or extended.
- A link to the list of Payroll and Benefit account codes has been placed on the FAES HR web site [http://cfaes.osu.edu/sites/cfaes\\_main/files/site-library/site-images/human-resources/Payroll%20Benefit%20Account%20Codes.xlsx](http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/Payroll%20Benefit%20Account%20Codes.xlsx)
- Alan James, new HR Associate for the HRSC, will begin work January 26. His units will be: Advancement, ACEL, College Administration, Farm Science Review, and International Programs. Until he has completed PeopleSoft training, the workload will be split between current Associates.
- When HRAs are submitted for direct reports to the Dean, the department HRP can't see the HRA. Workaround: Change the college org number at the top of the HRA to the department org number, and ad-hoc college-level approvers.
- The GFA page freeze deadline is 2/23/15. Please submit requests as soon as they're ready. Be sure to include the tech fee chartfield if necessary.
- Visiting Scholars – if the arrival date is different (later) than the date in the original invitation letter, Linda Riemenschneider and Ron Hendrick DO NOT have to be Ad Hoc'd again. Any other changes, they must be Ad Hoc'd.
- Meetings this year will be held on the third Wednesday of each month at 11:00.
- Ready to Hire button – some units cannot see the button. If you are having issues, please let the SC know. We are exploring the issue with Payroll, etc.
- A customer service survey for HRSC and the HRA has been developed and will be distributed in the future.