

HRA Dialogue

April 16, 2015

- **Changing/removing future dated term rows is causing problems with Benefits.**
 - On April 8th, Garee sent out an email regarding terminations for May. Removing or changing a termination row *within two weeks* of the termination date in PeopleSoft negatively impacts the employee's benefits due to the way the benefit administration processes work.
 - To help us minimize the issues with benefits being affected, review the list Garee sent out and either:
 - Do nothing – if the termination date is correct and there will be no job data changes within the two weeks before the termination date.
 - Submit an HRA for GAs who will be rehired for Summer term by **no later than end of the day on April 28th**. This will give the Service Center 3 days to process the HRA outside of the two week window.
 - (Hire HRAs for new GAs for Summer term may still be submitted up until May 4th.)
 - If you have any changes to make for any other employees with future dated term rows, please try to do so at least **3 weeks ahead of time**.
 - Service Center Team: If you have to touch a future dated term row, make sure to notify OHR by submitting a ticket to the help desk. When we get closer to Summer term and have more GA records that may need to be touched, we will most likely be using spreadsheets instead of sending each one individually. Stay tuned for more information.
 - Questions asked:
 - What about not putting in future dated term rows for GAs?
 - When this was done in the past, the College had too many audit issues with monthly employees being left on payroll after they should have been terminated.
 - We will be continuing as is for now. We may receive more information from OHR on best practices in the future.
 - If the department doesn't know whether or not the appointment will be extended, can they go ahead and request that the term row be removed?
 - No. Do not request a term row be removed unless you are sure the appointment is being extended. We will be continuing as is for now. We may receive more information from OHR on best practices in the future.
- **REMINDER: DEADLINE** to submit Hire HRAs for GAs for summer term is **MAY 4TH**.
 - Regarding the questions on GA appointments for Autumn – the Grad School has not posted the appointment dates nor the deadlines to appoint GAs for Autumn. Until we receive those dates, we cannot set a deadline to submit HRAs to the Service Center.
- **Please attach VCP/SLP spreadsheets to the HRA for retirements.**

HRA Dialogue

- If the spreadsheets are not attached to the HRA when the Service Center receives it, we will key the retirement row, but we will leave the HRA open until the spreadsheets have been attached.

- **Tax Location Update**
 - Wooster employees housed in 11xxx orgs are causing a tax compliance issue.
 - Due to the University moving away from customizations to a “vanilla” version of PeopleSoft, the tax location code populates based on the employee’s department as it is set up in a behind-the-scenes Department Table.
 - For example, a HCS employee who works in Wooster but whose department is 11270 will have a tax location code of Columbus populate into PeopleSoft until the Service Center requests the Tax Office to change it.
 - The College is exploring ways to fix this as our current practice for fixing these errors is unsustainable. This is very high on the OHR’s radar because we are out of compliance. More information will come soon.
 - **If you notice that a tax location code is incorrect**, please submit a Change Other Employee Data HRA to the Service Center, and the Service Center will send a request to the Tax Office to have the tax location code corrected.
 - As always, **please DO NOT** contact the Tax Office directly. Please work with the Service Center to make these changes.