

# HRA Dialogue

---

*May 20, 2015*

- Current or Former OSU Employee/Student? in HRA  
Please remember to check this box when the individual is one of the following:

- Current or former employee
- Current or former student

This helps the Service Center verify that the individual is already in PeopleSoft.

- Potential for one-to-one positions  
The university is sending signals that they will be moving to one person per position number and no longer have multiple head count positions. We don't know when this might be put into effect but please DO NOT start submitting individual positions yet for multiple head count positions. We will communicate when and how to start this process.

Run EAB200 in BuckIQ to see what positions are open/inactive for your department. Currently there are about 5,600 positions open/inactive in FAES.

- Late GA appointments  
We have had a few late GA appointment hires for this summer term. Remember, the departments will be charged a fee by the Graduate School unless prior arrangements have been made. Attach Graduate School approval or Ad Hoc the Graduate School for their approval on late GA hires.
- Not enough information / inaccurate or incomplete information within the HRA  
Remember to include as much information in the Additional Information box within the HRA to assist the Service Center in completing your request. You really cannot have too much information. For example, on Hire HRAs indicate if it is a Transfer, from where, and that you have communicated with the other department/college before the request was completed.

Please use the most recent HDW (dated 7/14). This eliminates the possibility of having an SSN attached to the HRA, which then the service center has to ask Payroll to remove the document(s).

- Grad Fee Authorizations due into SC by July 6
- Lack of signatures on offer letters  
A few Hire HRAs have come through without the employer's signature and/or the employee's acceptance signature. Both are required.
- HRA Training sessions – Columbus & Wooster – dates/times TBA  
Training sessions will be set up in Columbus, Wooster and for OSU Extension on completing HRAs correctly. Watch for dates and times.
- Student Associate job code is 7969, a monthly paid position that graduate students can be put into if they are not on appointment for the summer and are not taking classes. Check with Jordan Samuels, Graduate School, to see what job code is appropriate if a student is taking classes in the summer and is working but not in a GA position.

# HRA Dialogue

---

- The offer letter templates for lectures and faculty have been updated and are on the HR web site on the HR Forms and Resources page @ <http://cfaes.osu.edu/faculty-staff-resources/human-resources/hr-forms-and-resources>
- The Dept Org | Location Code | Tax Location Code issue is still being worked on with OHR. Continue to indicate in the HRA if the tax location code needs to be changed/updated.