

# HRA Brown Bag

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October 8, 2014

- Reminder to use the new Payroll Checklists, located at:
  - <http://controller.osu.edu/forms/forms.shtm#BiweekCheck>
  - <http://controller.osu.edu/forms/forms.shtm#MonthCheck>
- Deadline for Autumn Semester Graduate Associate fee authorization changes is 10/8/14
- Hire of new employees with out-of-state addresses: There is a glitch in the health benefit system, which only allows employee to select a non-PHA option. Until this is rectified, have employee submit a hard copy enrollment form:  
<http://hr.osu.edu/public/documents/forms/ben/healthplanenroll.pdf?t=201410912230>
- The Direct Retro Distribution process has issues that require some entries to be performed in multiple steps over multiple days. Modifications are needed, but a timeframe for those changes has not been communicated. Advanced DRD training may be offered in the future to help explain the more complicated processes. Please keep this in mind and submit DRD requests as early as possible to the HRSC.
- Social Security Number entry into PeopleSoft for international students/scholars is done by Payroll Tax Office per Mark Crawford.98
- A form is being developed for Change of Funding approval authority. Ron Hendrick will discuss with Chairs/Directors 10/10/14.
- Retired faculty must have prior approval before engaging in paid activity. Submit Reemployment of Faculty Staff form in sufficient time to allow for college and OAA approval.  
<http://hr.osu.edu/public/documents/policy/resources/425request.pdf?t=2014109122345>