

# HRA Brown Bag

---

November 5, 2014

- Departments reported a minimal number of expected hires for Spring Semester with the exceptions of: ATI (40-50 lecturers); Entomology (~12 graduate associates).
- The deadline for departments to submit HRAs for Spring Semester GA hires is Monday, December 29 (one week prior to the university data entry deadline).
- Detailed information regarding Spring Semester tuition processing is at: <https://ocio.osu.edu/blog/newslink/2014/11/02/important-dates-for-spring-semester-tuition-assistance-processing/>
- Grad Fee Authorizations HRAs are to be submitted by February 16, 2015
- The University Payroll Processing Calendar for 2015 should be posted on the Payroll website in the next week or so.
- For position HRAs, attach a completed Position Description/Job Opening form: [http://cfaes.osu.edu/sites/cfaes\\_main/files/site-library/site-images/human-resources/PositionOpeningTemplate10.15.2014re.pdf](http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/PositionOpeningTemplate10.15.2014re.pdf). The template should be in an editable PDF format to allow for necessary editing and accurate entry into the PeopleSoft system. If the position will be located outside of Columbus, include that information in the detailed position description section.
- Target salaries should be expressed in the following format:
  - Exempt positions: Annual salary based on the % FTE. Amounts should be whole dollars divisible by 12.
  - Non-exempt positions: Hourly rate.