

HRA Brown Bag

December 17, 2014

Visiting Scholar/Lecturer appointments require two HRAs:

1. Fill Existing or Create New: in order to get all approvals
2. Hire (using the “Ready to Hire” button)

Ron Hendrick and Linda Riemenschneider need to review and approve all requests, even if it is a rehire or an extension. The Detailed Position Description section of the Position may be left blank [Linda Riemenschneider is checking with Mike Shrewsbury to confirm this].

Linda will double-check policy about changing from temp to term. She will review and determine steps.

In answer to a question, the position description report displays all information even if the position is inactive.

In 2015 meetings will be moved to the third Wednesday of each month at 11:00 a.m.

Date	Location – Cols	Location - Wooster
Jan 21	205 Ag Admin	Research Svcs 130
Feb 18	205 Ag Admin	Research Svcs 130
Mar 18	205 Ag Admin	Research Svcs 130
Apr 15	205 Ag Admin	Research Svcs 130
May 20	219 Ag Eng	Research Svcs 130
June 17	219 Ag Eng	Research Svcs 130
July 15	219 Ag Eng	Research Svcs 130
Aug 19	219 Ag Eng	Research Svcs 130
Sept 16	219 Ag Eng	Research Svcs 130
Oct 21	219 Ag Eng	Research Svcs 130
Nov 18	219 Ag Eng	Research Svcs 130
Dec 16	219 Ag Eng	Research Svcs 130