

HRA Dialogue

May 21, 2014

Reminders for HRA Entries:

- Make sure OSP projects haven't ended before entering them into JED field.
- Encumbrance End Date is for budgetary use of any fund type. It is not the same as a termination row. Enter termination dates in the appropriate field, or in comments.
- Use the service date calculator located on the HRSC or Payroll website. Old versions may not work correctly.
- Clarify date of birth (month/day/year), especially for international employees.
- Be sure to put enough information in Comments so that any HRSC Associate can understand the intent of the request.

HRSC Staffing Updates:

- Crystal Marini has joined the Center as an HR Associate; she is working with FABE and HCS.
- Linda Roberts has moved full-time into her HRSC role.
- Kate Loble is transitioning out of her HRSC role.

Discussion:

- Departments usually wait until visiting scholars arrive on campus to have them fill out the Hire Data Worksheet.
- If a social security number is included in an attachment in HRA, HRSC will notify the initiator and ask them to work with OIT to have the attachment deleted. Note that documents with social security numbers should not be e-mailed either.
- Departments may contact Mark Crawford in Payroll (2-9105) for temporary social security numbers after data have been entered in HRIS.
- Workflow: Departments will start sending Autumn Semester appointments in late July/early August. Processing deadlines have not been determined yet. Departments are asked to send Garee Earnest projected HRA request volume
- Multiple actions may be requested on one HRA. To determine which Action to use, refer to the HRA Action list, which is in hierarchical order, use the highest order Action.
- Additional Pay entries for summer are entered for all three months if all information (JED, dollar amount, etc.) is the same. If anything is changing, entry is made for June only at this time, and department will need to submit a new HRA for July and August after PeopleSoft reimplementation.
- Vacation/sick leave payouts are processed through HRA workflow. HRSC assigns the HRA to Melissa Sessor in Payroll after entry; she processes the payout and reassigns the HRA back to HRSC for completion. The spreadsheet for submitting vacation/sick leave payout is on the HRSC website; it is not on the OSU Payroll website yet.
- Two HR Generalist positions were posted this week for the college. Their duties include some of those of Garee Earnest and Elayne Siegfried, who have moved to new roles.

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- The HRA Group Form on the HRSC website may be used for multiple lecturers or graduate associates submitted on one HRA. Use one per title. GA contracts must be attached and should be in the same order as the spreadsheet.
- Draft letters of offer for lecturers should be sent to Ron Hendrick and Linda Riemenschneider. The HRSC will look for approval from them on either the HRA attachment or through workflow for all appointments. Refer to new OAA guidelines for temporary/term classification.
- PET deadline is June 18 for non-OSP funds; OSP greater than 90 day PET deadline has already passed. [FAQ—How will HRSC handle late PET's?]
- Expect to receive communication from OIT regarding training required based on assigned roles. Training must by July 10.
- New reports are being designed for checking data entry.