

HRA Dialogue

June 18, 2014

Reminders for HRA Entries:

- Until eScholar is available, be sure to include passport and visa information for international hires. Enter data on the Hire Data Worksheet, and attach documentation.
- Change Funding Source: Be sure to submit as a JED rather than a PET if the current pay period has not passed.

Discussion:

- CFAES will begin using the generic application link [link] for temporary, visiting scholar, and post-doc appointments. It is no longer necessary to create a discrete requisition for these positions. Departments are responsible for providing the link to the candidate and insuring completion of the application, noting the job requisition number in the HRA, and dispositioning the application in PeopleAdmin.
 - <http://hr.osu.edu/public/documents/policy/policy410.pdf?t=20146198531>
 - [attach 6/17/14 Lindsey Tappe email with attachments?]
- Projected Graduate Associate (361) and Lecturer (69) appointments for Autumn Semester may necessitate assignment of some HRAs to Service Center staff other than your regular representative. The Service Center deadline for HRA submission is **August 13**. In order to insure timely entry, please submit HRAs as appointments are finalized. After discussion, the following conventions were established:
 - New hires: Submit as an individual HRA
 - Reappointments: May be submitted as a group (with the same title) using the Multiple Hire spreadsheet.
 - Continuing with other changes, such as jed or pay rate: May be submitted as a group (mixed titles ok) using the Multiple Hire spreadsheet.
 - Be sure to attach documentation in the same order as names on the spreadsheet.
 - http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/Graduate%20Appointment%20and%20Fee%20Auth%20Form%204.8.2014.xlsx
 - Note that one row per action is required on the spreadsheet. Only data that is changing should be entered.
- The Service Center has been encountering problems with PeopleSoft. It was also reported that employees are having trouble with the Employee Self-Service portion. If an employee is unable to make an entry, have them try a second time after waiting overnight. If they are still not able to make the entry, submit as an HRA to the Service Center.
- PeopleSoft 9.2 training is going on-line as it is ready. Be sure to complete required training prior to the go live date of July 10.
- HR Generalist positions: search committees have completed initial screening and will begin preliminary interviews next week. Projected fill date is August.
- Can use e-report [report] to view future term rows. Highlight field/right click/select "focus."