

# HRA Dialogue

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June 4, 2014

## HRSC Staffing Updates:

- Kyle Bennett has moved full-time into his HRSC role.
- Kate Lobley has transitioned out of her HRSC role.

## Discussion:

- Discussed lead times needed for Hire HRAs. Suggestions included putting a link to the Hire Data Worksheet in all offer letters and asking candidates to complete and send in with his/her acceptance letter. Candidate could either fax or mail the Hire Data Worksheet w/o SSN to the dept/unit HRP if the SSN is included. More discussion about SC needing more time to process Hires – web site indicates 5 days. SC needs at least three days prior to start date. HRPs are to manage these start dates.
- Retro payroll changes – dept/unit must submit an HRA for the change and the SC will initiate the Retro Payroll change using Payroll's web site link. If dept/unit submits, it causes a discrepancy and an audit issue for the SC.
- Timesheet OT overrides need to be submitted by Monday noon so SC has time to key OT changes.
- Timesheets not submitted by employee on time will not be a priority for SC to key. Garee will work with Elayne on how this is to be communicated to depts/units clearly.
- HRPs are to send Garee an approximate number of GAs and lectures they are going to be hiring this fall semester so SC can make workload plans to ensure these hires go smoothly.
- Temp/term application process is not working. Web site needs to indicate steps and who responsible – Garee agreed to update web site. He will also discuss with Elayne/Linda R/OHR about how to make the process more efficient and user friendly. He asked HRPs to be patient until we get it resolved – he indicates he understands process is not working well.
- Background checks and how to know if cleared w/o looking at each HRA? HRPS can view their work list and see who saved the HRA last. If someone from OHR (Gina Thorpe, Greg Warner, Courtney Yurt or Alyssa Newell) then something has been added regarding the background check process.
- Visiting scholars in July – hold these in dept/unit work list until after reimplementation.
- eScholars – system will assign an OSU ID as well as a temp SSN when entered into the eScholar system.
- Terminate date changes – if term date needs changed due to timesheet not be submitted on time or other reasons, submit a Terminate HRA with the new termination date and notes as to why the change.