

# HRA Dialogue

---

July 16, 2014

- Access: There have been issues with access; notify Garee if you do not have the ability to view the panels you have been assigned.
- Position Data: Data are not viewable in PS9.2. You will need to use the Position Description report to view data. Until report EAB200 is available in Buck IQ, use a work-around report in BI Publisher (path: HRMS>Reporting Tools>BI Publisher>Query Report Viewer) for HRB540. Enter date and only one additional search criteria. This work-around only works if there is an incumbent in the position, and it will return only the most recent version.
- The e-reports link is now live on eProfile - My Work | Reporting.
- Workflow is not working correctly in Positions. Hold all position updates except those that are auto-approved until the problem is fixed. Note that positions may be posted if they do not require any updates to position data. Additional information:  
<https://ocio.osu.edu/blog/newslink/2014/07/15/hr-9-2-position-approvals-position-info-access-and-position-reports/>
- AMCP path: HRMS>Workforce Administration>Plan Salaries>AMCP>Plan by dept and title Group
- How to add favorites in eProfile: Go to page; Click Favorites; Click Add to My Links; enter Name
- Tip for entering multiple Additional Pay HRAs: use the copy feature.
- If you need to cancel an HRA, notify your Service Center representative either via Notification or e-mail.
- Project numbers with OHO are not working in the PET bridge process. As of 7/17/14, the problem has been solved, and the process is working.
- AMCP: One department reported that an unclassified employee was placed in the classified list of their AMCP data. Please check your data.
- Posting deadline for next week has been extended to Thursday, July 17 at noon.
- HRPs requested additional training in Buck IQ. Suggestions were for a university trainer, or college expert to conduct a college-wide session.
- [question to research] Has anyone checked Additional Pays that were entered prior to the upgrade to make sure they processed? Note that the Additional Pay report should be run after the monthly deadline passes.
- Payroll Checklist was distributed via e-mail.
  - Biweekly <https://it.osu.edu/assist/assisttime/BWPayChecklist.html>
- HRPs requested that HRA initiators without HRP roles also be invited to the Dialogues.