

HRA Dialogue

July 30, 2014

Announcements:

- County Extension offices have been invited to attend the Dialogues via Carmen Connect.
- Terminate HRA: Remember to include any required payouts for resignations/retirements. Be sure to calculate accruals between submission of the HRA and termination date.
- Graduate Associate appointments: Deadline for submission to the HRSC is **August 13**, but please submit them as soon as you can. Due to the impact of AMCP on Job Data, the SC will be processing regular appointments the last 3 days before monthly deadline; timely submission of temporary/term appointments will help manage workload.
- Additional Pay deadlines are earlier than payroll deadlines. Refer to the Payroll Calendar <http://controller.osu.edu/pay/calendars/paycalendar14-15.pdf>
- Final Approvers: Before approving make sure HRAs are complete and correct—documentation, signatures, approvals, details.
- Best Practices: In our on-going efforts to provide excellent service to the CFAES community, the HRSC is developing best practices that will be shared in the weeks to come. Input and feedback are encouraged.

Discussion:

- GA pay rate changes may be submitted on the Multiple Hire form http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/Graduate%20Appointment%20and%20Fee%20Auth%20Form%204.8.2014.xlsx
- Citizenship information (I-9) is required to be entered into PeopleSoft as well as eVerify. The information in the HR system allows the appropriate federal taxes to be determined for the employee depending upon their status. So, it is necessary to enter the information in both systems, as eVerify will only determine their eligibility to work in the US.
- The HR Generalist positions are in the interviewing stage (Columbus July 30-31, Wooster August 19).
- Monitoring Additional Pay: Use report HRA003 to see both chartfield information and amount. See Powerpoint for instructions on how to use the report [\[http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/HRA003Revised.pdf\]](http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/HRA003Revised.pdf). Chartfield can also be viewed in the HRA.
- Position Description (HRB540 in BI Publisher) is now working for both vacant and filled positions. Do NOT use the department field in the search criteria; it will cause the report to not run properly. The report is still running very slowly, but the tech team hopes to have that resolved within the week. If you are still unable to run the report, notify your HRSC representative can send screenshots.
- The Clearing account is fund 010192, account 60192. More information can be found in the Funding Employees Carmen training.
- The former Check Distribution report has been replaced with HRB180 Payroll Pre-Distribution, and HRB185 Payroll Post-Distribution.

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- When experiencing glitches with reporting, send a message to hr92@osu.edu and include a screen shot if possible.
- Report training would be helpful for departments