

HRA Dialogue

August 13, 2014

- All GA hires should be entered and approved in HRA by the end of the day today.
- The Graduate School is aware of the problem that GA fee authorizations don't register until the effective date of hire, August 15.
- Notify HRSC if department has a large number of lecturers that are being held pending background checks clearing.
- When posting positions, ranges should be rounded by 12 for monthly and 2080 for biweekly, within the minimum and first quartile of the pay range. Higher than the first quartile requires approval by Linda Riemenschneider. Pay ranges are on the FAES HR website as well as the OHR website. All positions need to be reviewed and approved by Linda Riemenschneider. [ATI/OARDC/FAHRP—discussion with Elayne needed]
- The process for Visiting Scholars and Lecturers is being reviewed and will be streamlined to include as much activity within HRA as possible.
- Posting requirements are addressed in OHR Policy 4.10:
 - Positions that require posting:
 - Regular (ongoing) positions, including seasonal.
 - Term positions, with the exception of visiting scholar and post doctoral positions.
 - Positions changing from temporary or term to regular.
- Reminder that the guest user access code for the temporary application link is meant for use by HRPs only. It should NOT be shared with hiring managers.
- Salary notification letters may be sent out. Be sure to use the salary roster report to insure accuracy.
- Notify your HRSC representative if anyone has rows kicked out by the AMCP.
- Report training is scheduled for the next meeting: August 27.