

HRA Brown Bag

August 27, 2014

Reporting training with Anne Minnick, Melissa Sessor, Stacie Dutton, and Ken Orr:

- Refer to the HR9.2 Reports Summary to determine what data each report contains, <https://it.osu.edu/assist/HumanResources/findreports.html>
- If there is a business need to see another department's HRAs, an HRA Access Request Form should be submitted.
- If common discrepancies, Service Center should notify department of HRA problems that can be corrected.
- If Additional Pay History is needed, contact Melissa Sessor who has a database dump from pre-upgrade that she can access.
- The Payroll Checklist and its associated reports were reviewed. A Department Budget Table report is being developed and should be available in 6-8 weeks.
 - HRA002, Job Data Comparison Report: "Matches" is similar to the old job data report. "Multiples" can be run to check HRAs with multiple employees. Tip: HRAs marked complete and job data entered with different dates, but within the same reporting time period will no longer be a discrepancy. Therefore, best practice is to close an HRA rather than hold it open if possible. HRAs can now be re-opened if necessary.
 - HRA003, Additional Pay Status Report: Check to make sure Send to Paycheck has been checked, and review discrepancies between HRA approved amount and Service Center entered amount.
 - HRB 175, Direct Retro Distribution Report: displays DRD actions.
 - HRB185, Payroll Post-Distribution Report: Compares mismatches between job data and paycheck. A blank report means there are no mismatches. Review this report for departmental clearing account and transfer expenses to a valid account; if waiting longer than one pay period for an OSP project extension, temporarily transfer expenses to a general funds account.
 - HRA 180, Pre-Distribution Report: shows missing department budget table.
- EAB350, Earnings: Not required to run this report for the checklist. If we find discrepancies in this report that are not in the HRA 185 report, notify Stacie Dutton so those fields can be added to the report.
- EAB300, Salary Management: will eventually have tab to show chartfield. In the meantime, columns can be added for fields not currently shown (use the detail rather than summary tab).
- Use the 91 report to reconcile bridge transactions.
- Departments are responsible for all reconciliation.
- University Auditing is ok with either electronic or paper records of checklists.
- Send all queries to HR92@osu.edu.