HRA Brown Bag

September 10, 2014

- HRAs for Graduate Fee Authorization funding changes are due to the Service Center by September 17, 2014.
- Hire HRA Tip from Lori Jones: Completed Fill Existing Position or Create New Position HRAs have a button at the bottom of the screen called "ready to fill." By pressing this button, a Hire HRA will be auto-populated, and will contain a hyperlink to the original Position HRA.
- A working group is reviewing Visiting Scholar and Lecturer processes, with a goal of moving the entire process into the HRA system.
- Reminders:
  - Include room numbers for business addresses.
  - Attach all documents with international hire HRAs, including I20 or DS2019, passport, and visa.
  - Attach the actual vacation/sick leave payout spreadsheet (not a PDF or copy) for Termination HRAs. A link to the form is on the HRSC website Termination section, http://cfaes.osu.edu/faculty-staff-resources/human-resources/hr-action-request/terminate
- A question was raised about an "inactive" code interfering with timekeeping. The 180-day span for password may take care of this problem for non-enrolled students.
- The Service Center will no longer be entering future termination rows at the time of hire for biweekly student employees.
- BuckIQ tip from Ken Orr: If you need to pull data with a long time frame, first create and clean up the report for a one-month period only, then add extra dates. It will speed up the process considerably. (This is not necessary for e-reports that only query's the data one time and maintains it while you manipulate the report.)