

# HRA Brown Bag

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September 24, 2014

- Tax Location Code: Payroll is working on a query to note discrepancies between Tax Location Code and Business Address, and will update Tax Location Code when they discover a discrepancy, but it is not yet fully functioning. Until it is, the Service Center, will notify them. Tax Location code populates to Job Data based on the tax location code associated with the department number in the Department Table. If a department has employees working outside of the location associated with the department number (typically Columbus), it will be the Service Center's responsibility to notify Payroll so they can update the Tax Location Code for this specific hire. Departments are responsible for indicating the differing location code when initiating the Hire HRA by putting the correct location code / building address in the additional information section of the HRA.
- Continuing efforts to move workflow entirely into the HRA:
  - Ron Hendrick will notify department chairs that approvals will need to take place in HRA.
  - Workflow processes were created by a workgroup for Lecturers and Visiting Scholars; eventually others, such as visiting faculty, returning retirees, and supplemental compensation will be included.
    - Visiting Scholar @ [http://cfaes.osu.edu/sites/cfaes\\_main/files/site-library/site-images/human-resources/Visiting%20Scholar%20Work%20Flow%209-24-14.pdf](http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/Visiting%20Scholar%20Work%20Flow%209-24-14.pdf)
    - Lecturers @ [http://cfaes.osu.edu/sites/cfaes\\_main/files/site-library/site-images/human-resources/Lecturer%20Hire%20Workflow%209-24-14.pdf](http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/Lecturer%20Hire%20Workflow%209-24-14.pdf)
  - A lecturer spreadsheet for multiple appointments is being created. It will be added to the HRSC HRA web page in the near future. Depts/units will be notified when available.
  - In order to have all appropriate documentation available for a Hire, be sure to use the "ready to hire" button the completed Position HRA in order to initiate a Hire HRA.
  - Units must post compensated associated faculty searches for appointments in positions lasting greater than 12 months.
  - HRSC will review whether deadlines need to be adjusted due to the change in workflow.
  - Hire/termination dates for Visiting Scholars do not need to exactly match the original request; just change and initial the request if necessary.
  - Ginger Koozer created a J-1 visiting Scholar checklist. It has been added to the HRSC HRA web page @ [http://cfaes.osu.edu/sites/cfaes\\_main/files/site-library/site-images/human-resources/J-1%20Visiting%20Scholar%20Checklist.doc](http://cfaes.osu.edu/sites/cfaes_main/files/site-library/site-images/human-resources/J-1%20Visiting%20Scholar%20Checklist.doc).