Office of Research
Administrators Meeting
2:00 p.m., April 10, 2012
Research Administration Building
Room 113

1. OAA Service Center Presentation

2. Financial
   ➢ Earnings Budgets – Due to OR no later than May 31st

3. Human Resources
   ➢ OHR Updates
     i. OHR Brown Bag Sessions – two more available
     ii. Updates from every senior HR leader
   ➢ Nepotism Policy – draft policy for review and comment
   ➢ PeopleAdmin Feedback Needed – feedback to share with OHR?
   ➢ New Employee Relations Consultant assigned to OR:
     Kristi Kuhbander
     kkuhbander@hr.osu.edu
     292-0864
   ➢ University Business Leave – eLeave System
   ➢ New Employee Vacation Accruals – January 2012 – April 2012

4. Reminders
   ➢ OSHA Training – must complete by Mar. 31, 2012
     i. Department administrators should ensure that all existing employees as well as new hires complete the training
     ii. Send report to orhumanresources@osu.edu to provide status update for your department
   ➢ ORBO Inboxes
     iii. orreconciliation@osu.edu
     iv. orhumanresources@osu.edu

5. Action Items
   ➢ OAA Reconciliation (Email to: orreconciliation@osu.edu)
   ➢ March Reconciliation Due: April 30, 2012
   ➢ All Previous Months Due: ASAP