What should I do if I get a EHA Compliance supervisor notification for an employee who does not report to me?

Tell Me

1. For **EHRA and SHRA non-student staff:**
   a. Contact your business officer to see if the person works in a different department in your unit. If yes, your business officer should be able to update the appropriate forms.
   b. If no, contact the OneIT Service Desk, 7-5500 or help.charlotte.edu.

2. For **Undergraduate Student staff:**
   a. Are you the web time entry approver for student staff? If yes, then, for the purposes of this compliance initiative, you are getting the correct notifications. Please share the notice with the appropriate student supervisor or the student directly.
   b. If you are not the web time entry approver, please contact the OneIT Service Desk, 7-5500 or help.charlotte.edu.

3. For **Graduate Student Staff:**
   a. The information is taken from the eGA form. If you are not the supervisor, contact the OneIT Service Desk, 7-5500 or help.charlotte.edu.

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Related FAQs

- Where do I begin with the Tuition Waiver process?
- Help With Tuition Waivers
- How do I access a transcript of the CTL workshops I have attended?