

Position does not exist; create new position to fulfill certain duties/responsibilities; once created and approved, position would then be ready to advertise/recruit.

1 Log in to HR Action Request

<https://hraction.osu.edu>

Log in using your name.# and Kerberos password

2 Choose **NEW** HR Action Request

3 Fill-in Department info and Choose **Create New Position**

Complete Required Fields

Choose Create New Position

Click Next

4 Complete **Create New Position Detail**

Supply as much information as possible
* Denotes required fields.

5 Supply Additional Info

Information in this request is viewable and subject to disclosure under the Ohio public records statute and rules of discovery.

Additional Information

2000 characters remaining

Charfield Information (Optional)

Provide additional information, i.e.:

- Special employment requirements that must be included in posting (**CDL**, Haz Mat certification, drug testing, etc.)
- Search contact, if different from supervisor
- Position requires operation of university vehicle
- If advertisement to post longer than one week, indicate length requested
- External advertisements requested
- Provide search contact if different from supervisor

6 Attach Required Documents if applicable

Attachments required for Fill Existing Position:

Position description

Attachments - Please attach a Letter of Offer (if applicable) and other documentation

+ Add...

7 Choose **SAVE AND CONTINUE** to Review

Actions

Save For Later
Save and Continue

Once you have clicked **SAVE AND CONTINUE** an HRA number is assigned. The HRA number can be used in a search for future review and status updates.

HR Action - Create New Position - Preview

• Create New Position Request saved, but will NOT be submitted until you click the "Submit" button below.

HRA#	Request Status	Last Updated	Last Updated By	Print (PDF)	Print (HTML)
1163	NEW	11/21/2011	Your Name Here		

8 Choose **SUBMIT**

Actions

Back
Submit

Once you have clicked **SUBMIT** the workflow process starts. The HRA request is routed to pre-determined approvers within your department.

Approvers have the ability to add information, attach documents, add comments, ad hoc other approvers, and approve the HRA.

Once an HRA is approved at all levels it routes to the HR Service Center for processing. The HRA is assigned to a member of the Service Center to complete the request.