

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 The Ohio State University D Office of the Chief Information Officer Home Search Preferences The Ohio State University > Web Login Service Help Buckeye Link I **HR Action Request Home** Actions You've requested a web page which requires a user login. Identify Yourself Enter your Ohio State Username (lastname.#) Create a New HR Action Request. New Examples: doe.1 or 234567890 Password or Passcode Search Search for Existing HR Action Requests. Enter your account password. BuckeyePass users, enter your Passcode. Login

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

		Supply as much information as possible		
	The Ohio State University D Office of the Chief Information Officer	* Denotes required fields.		
	Home Search Preferences			
	New HR Action Request	HR Action - Create New Position		
	- Supervisor Contact Information	HRAA TIDO Request Status NEW Last Updated Last Updated By * Denotes Required Field		
	aper risor contact mormation	Supervisor Contact information Employee / OSU ID Name (Last,First) Approvers For Hone Dept		
Complete	Employee / OSU ID Name (Last,First) Please Enter or Lookup D Lookup	* supervisor 01234567 Gee, E. Gordon Gee, E. (Prest)		
Required	Supervisor	mome department     43500     Xpproversprome deproversion     Securities		
Required	* Home Department	Phone 514-292-5445		
Fields	Phone	Create New Position Defail - Prese supply as much information as possible		
	Email	* Proposed Title		
		Proposed Start Date		
	* What Would You Like To Do?	Proposed Hiring Range From \$ To \$		
	Person Actions:	Work Location / Building		
	O Hire	Preferred Internal Candidate Findlowse ( OSUID - Name II ast First)		
	C Terminate	Reports To Lookp		
	Pay Additional Compensation	Short term Disaster Designation Slandby		
	Change Rate of Pay	O Job Code		
	Change Funding Source	Information in this request is viewable and subject to disclosure under the Chip public records statute and rules of discovery.		
Chasses Create	Change Number of Hours Worked Per Week	Additional Information (Funding, Posting Details/Duration, Applicant Manager, etc.)		
Choose Create	Change Other Employee Data			
New Position	Position Actions:	Chartfield Information (Optional)		
	Fill Existing Position	Attachments - Please attach a Position Description Delow		
	Create New Position			
	Anything Else:	₩ A01_		
	O Other			
Click Next		Actions		
	Next	Save For Later Save and Confinue		

#### **2** Choose **NEW** HR Action Request

4 Complete Create New Position Detail



# **5** Supply Additional Info

## **6** Attach Required Documents if applicable

Information in this request is viewable and subject to disclosure under the Ohio public records statute and rules of discovery. Additional Information	Attachments required for Fill Existing Position:
2000 characters remaining Charifield Information (Optional) Provide additional information, i.e.:	Position description
<ul> <li>Special employment requirements that must be included in posting (CDL, Haz Mat certification, drug testing, etc.)</li> <li>Search contact, if different from supervisor</li> <li>Position requires operation of university vehicle</li> <li>If advertisement to post longer than one week, indicate length requested</li> <li>External advertisements requested</li> <li>Provide search contact if different from supervisor</li> </ul>	Attachments - Please attach a Letter of Offer (if applicable) and other documentation

### 7 Choose SAVE AND CONTINUE to Review



### 8 Choose SUBMIT

A	ons	
	Back Submit	
nce y arts. oprov	i have clicked SUBMIT the workflow p ne HRA request is routed to pre-detern s within your department.	rocess mined

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.