Ready to advertise/recruit for a vacant position that already exists; position description, job duties, responsibilities, and requirements that may need to be updated.
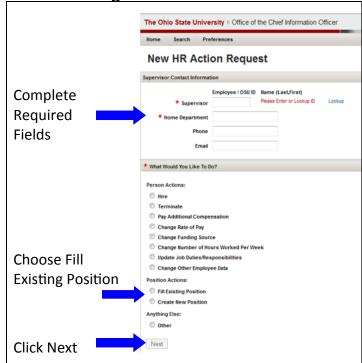
1 Log in to HR Action Request

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 **Fill Existing Position**

Complete Required Fields

Choose Fill Existing Position

Click Next

4 Complete **Fill Existing Position Detail**

Supply as much information as possible
* Denotes required fields.

IMPORTANT: Click "**Lookup**" link next to "Employee Being Replaced" to ensure correct position information populates into the 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

Chartfield Information (Optional)

Provide additional information, i.e.:

- Special employment requirements that must be included in posting (**CDL**, Haz Mat certification, drug testing, etc.)
- If advertisement to post longer than one week, indicate length requested.
- External advertisement requests, if applicable.
- Search contact if different from supervisor
- Any changes from previous position data (hours/week; work location; short-term/long-term disaster designations; manager, etc.)

6 **Attach** Required Documents if applicable

Attachments required for Fill Existing Position:

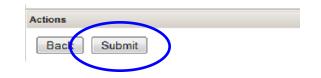- Position Description if changing from previous incumbent.

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 - Fill Existing Position - Preview

- Fill Existing Position Request saved, but will NOT be submitted until you click the "Submit" button below.

Print (PDF)   Print (HTML)

HRA#	Request Status	Last Updated	Last Updated By
1162	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.