

Position has been approved through HRA and posted. Candidate has been identified, background check is approved and hiring checklist is complete. Includes new hires, rehires, and transfers.

1 Log in to HR Action Request https://hraction.osu.edu Log in using your name.# and Kerberos password The Ohio State University > 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 for Existing HR Action Requests. Search Enter your account password. BuckeyePass users, enter your Passcode Login

3 Enter Request Number from Previous HRA Position Posting

						 Open HRA, verify information is accurate, scroll bottom of page and click "READY TO HIRE" butt
Search HR Actic	n Request					Supervisor Contact Information
Search Parameters Supervises Employee Request Status Request Status Request Status Request Status Request Name Request Nam	ktyre 0 (Hane (Last/Hrt)) i byre 0 (Hane (Last/Hrt)) i 9 000 000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000	Service Ce Service Ce ret Dreated ret Dreated ret Exployee 7001343 Leverence Ann Tockno find origi	d Date From	Subnitted 06/25/2012 3:47 PM Drummond,Theresa Marie	Lookup Request Status COMPLETE	Here Externed/velopierte L (10012824) Here Bood Here Bood Here Bood Here Here Here Here

4 Select READY TO HIRE Button at Bottom

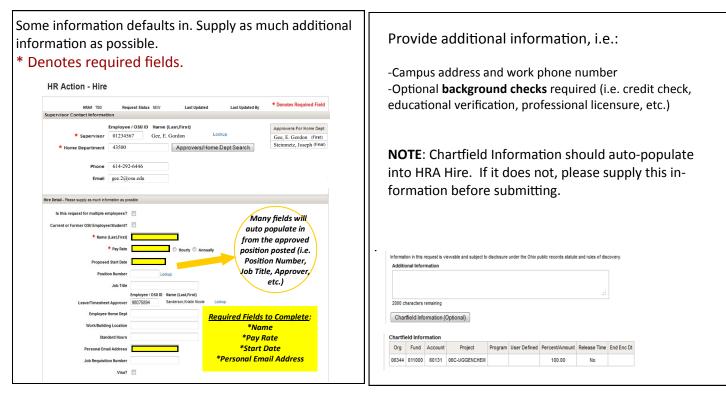
Su	pervisor Contact Informa				
	Name	Eckstrand,Katherine	L (100123624)		
	Home Department	35000 Trustees			
	Phone	614/292-6359			
	Email	test.1000@osu.edu			
Fill	Existing Position Detail				
	Emplo	/ee Being Replaced		Name (Last,First) Lawrence,Ann Troiano	
		Employee Record	0		
	F	roposed Start Date			
		Job Title	Asst Sec - Board of	Trustees	
	Pro	oosed Hiring Range	From \$10.00 To	\$ 20.00 Hourty	
		Position Number	00081095		
	Preferred	Internal Candidate		Name (Last,First)	
		Reports To	100123624	Eckstrand Katherine L	
Actions			\frown		

2 Choose SEARCH from the Home Page



5 Complete Hire Detail

6 Supply Additional Info and Chartfield



7 Attach Required Documents if applicable

Attach any information that the HR Service Center may need for processing.

8 Choose SAVE AND CONTINUE, then **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.