

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

2 Choose SEARCH from the Home Page

3 Enter Request Number from Previous HRA Position Posting

Request Number	Request Type	Supervisor	Supervisor Home Dept	Employee	Title	Submitted	Request Status
8329	Fill Existing Position	100123624 Eckstrand/Katherine L.	35000	75011343 Lawrence,Ann Troiano	Asst Sec - Board of Trustees	06/25/2012 3:47 PM Drummond,Theresa Marie	COMPLETE

Click the Search button to find original "fill existing position" or "create new position" posting.

4 Select READY TO HIRE Button at Bottom

Open HRA, verify information is accurate, scroll to bottom of page and click "READY TO HIRE" button.

5 Complete Hire Detail

Some information defaults in. Supply as much additional information as possible.

* Denotes required fields.

HR Action - Hire

HRAP TBD Request Status NEW Last Updated Last Updated By * Denotes Required Field

Supervisor Contact Information

Employee / OSU ID Name (Last,First) Approver For Home Dept
 * Supervisor 01234567 Gee, E. Gordon Lookup Gee, E. Gordon (First)
 Steinmetz, Joseph (Last)
 * Home Department 43500 Approver/Home Dept Search

Phone 614-292-6446
 Email gee_2@osu.edu

Hire Detail - Please supply as much information as possible

Is this request for multiple employees?
 Current or Former OSU Employee/Student?

* Name (Last,First)
 * Pay Rate Hourly Annually
 Proposed Start Date
 Position Number Lookup
 Job Title
 Employee / OSU ID Name (Last,First) Lookup
 Leave/TimeSheet Approver 38075894 Sanderson,Kristin Nicole Lookup
 Employee Home Dept
 Work/Building Location
 Standard Hours
 Personal Email Address
 Job Requisition Number
 Visa?

Many fields will auto populate in from the approved position posted (i.e. Position Number, Job Title, Approver, etc.)

Required Fields to Complete:
 *Name
 *Pay Rate
 *Start Date
 *Personal Email Address

6 Supply Additional Info and Chartfield

Provide additional information, i.e.:

- Campus address and work phone number
- Optional **background checks** required (i.e. credit check, educational verification, professional licensure, etc.)

NOTE: Chartfield Information should auto-populate into HRA Hire. If it does not, please supply this information before submitting.

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)

Chartfield Information

Org	Fund	Account	Project	Program	User Defined	Percent/Amount	Release Time	End Enc Dt
06344	011000	60131	06C-UUGENCHEM			100.00	No	

7 Attach Required Documents if applicable

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

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

8 Choose SAVE AND CONTINUE, then SUBMIT

Actions

Actions

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.