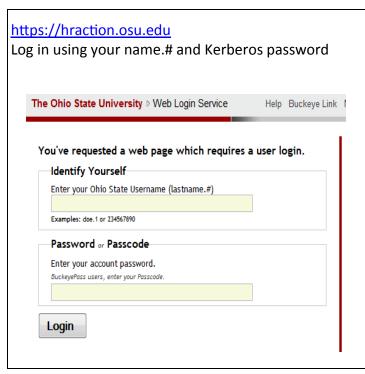


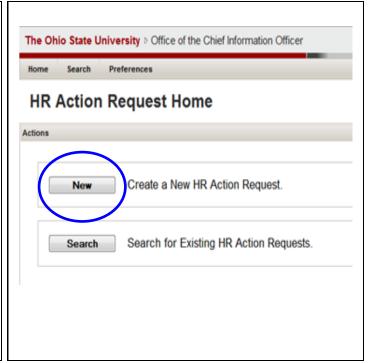
HR Action Request: Hire a Student Employee

Student candidate has been identified, background check has been approved, and hiring checklist has been completed.

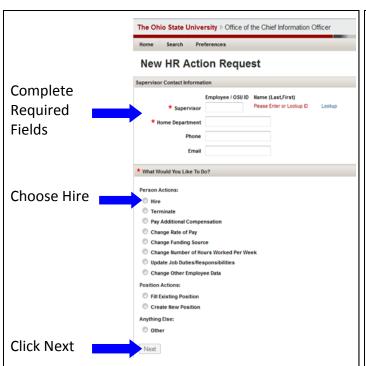
1 Log in to HR Action Request



2 Choose **NEW** HR Action Request



3 Fill-in Department info and Choose **Hire**



4 Complete Hire Detail

* Denote	s required f	ields.	·			
	HR Action - Hire	•				
	HRA# TBD	Request Status NE	W Last Upda	sted Last Updated By	* Denotes Required Field	
	Supervisor Contact Informat	tion				
		Employee / OSU ID Na		Lookup	Approvers For Home Dept	
	* Supervisor		e, E. Gordon		Gee, E. Gordon (First) Steinmetz, Joseph (Final)	
	* Home Department	43500	Approvers	Home Dept Search	Stellinetz, Joseph V	
	Phone	614-292-6446		Click "Current	or Former OSII	
	Email	gee.2@osu.edu		Employee/Stude		
	Hire Detail - Please supply as much inf	ormation as possible		then use looku		
				"Name" to fi		
	Is this request for multiple of	employees?		Name to n	na stuaent.	
	Current or Former OSU Employs	ee/Student?				
	* Name	(Last,First)				
		* Pay Rate	○ Hourly ○ A	nnually		
	Propose	ed Start Date	-			
		tion Number	1			
	Posit		Lookup			
		Job Title				
	Leave/Timeshe		ID Name (Last,First)	Lookup		
	Employee	Home Dept		Employee home	denartment	
				defaults based		
		ing Location		sor home de		
	Star	ndard Hours		Home departr	•	
	Personal Em	nail Address				
	Job Requisit	tion Number		match funding	0	
		Visa?		default if n	ecessary.	



HR Action Request: Hire a Student Employee Continued

Candidate has accepted offer. Includes new hires, rehires, transfers, and concurrent appointments.

5 Supply **Additional Info** and **Chartfield**

6 Attach Required Documents if applicable

Attach ar	ny necessa	ry docum	nents.		
Address		Office (if any limble)	\d -th d	atalia a	
Attachments - Pie	ease attach a Letter of	Offer (if applicable) and other docume	entation	

7 Choose SAVE AND CONTINUE

This takes you to the next page to review information before submitting.

ions		
Save For Later	Cancel	Save and Continue

4 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.