

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

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 Hire

4 Complete Hire Detail

Supply as much information as possible
* Denotes required fields.

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

5 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.)

Provide ChartField information if known by initiator/supervisor. If unknown, an approver will be required to fill-in the ChartField before the HRA can be approved.

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)

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

6 Attach Required Documents if applicable

Attach any necessary documents.

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

+ Add...

7 Choose SAVE AND CONTINUE

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

Actions

4 Choose SUBMIT

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.