

Includes resignations, retirements, reduction in force, disability separation, and involuntary terminations.

**1** Log in to HR Action Request

**2** Choose **NEW** HR Action Request

<https://hraction.osu.edu>

Log in using your name.# and Kerberos password

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

**4** Complete **Termination Detail**

Complete Required Fields

Choose Terminate

Click Next

Supply as much information as possible.  
\* Denotes required fields.

## 5 Supply Additional Information

Provide additional information if needed to accompany the HRA request for future review, approval and processing, i.e. employee forwarding address

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

Charfield Information (Optional)

## 6 Attach Required Documents if applicable

Attachments required for Termination:

**Regular/Term/Temp Appointments**= Resignation or Retirement Letter

**Undergrad Students**= N/A

**Graduate Students**= Explanation if early termination

**Involuntary/RIF/ Disability**= Pre-approved OHR RIF documentation and letter to employee

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

+ Add...

You can only delete documents that you have added.

## 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 - Terminate - Preview

• Terminate Request saved, but will NOT be submitted until you click the "Submit" button below.

HRA#	Request Status	Last Updated	Last Updated By	<a href="#">Print (PDF)</a>	<a href="#">Print (HTML)</a>
1155	NEW	11/21/2011	Your Name Here		

## 8 Choose **SUBMIT**

**Actions**

Back Submit

**Voluntary resignation and retirement HRAs automatically route to the HR Service Center for processing; no approval workflow.**

Involuntary termination, reduction in force, and disability separation HRAs route to pre-determined approvers within your department.