HR Action Request: Quick Start for Supervisors

**Sign on**
- hraction.osu.edu
- Sign on with Ohio State user name (name.#) and password.

**Tips**
- Navigate with menu links -- don't use browser Back button.
- Use Send Notification button as an FYI beyond the workflow approval list (as a "heads up") when needed.
- Very few fields are required in the initial request; required fields are marked with a red asterisk (*).

**Warning**
- Information included in an HRA request is viewable and subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.
- HRA requests are not encrypted-- sensitive information such as Social Security Numbers or medical information should NEVER be included in an HRA request or in attachments.