

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

### 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

Complete Required Fields

(Supervisor = supv of new employee)

Choose Hire

### 4 Complete Hire Detail

Supply as much information as possible

\* Denotes required fields.

If a visa is needed, check the box below.

**5 Supply Additional Info and Chartfield**

Provide additional information if needed to accompany the HRA request for future review, approval, and processing.

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

**Provide chartfield information.** If chartfield is not provided by the initiator, the HRA will not be approved.

**6 Attach Required Documents if applicable**

Attachments required for Hiring. See

<http://cfaes.osu.edu/faculty-staff-resources/human-resources/hr-action-request/hire>

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

+ Add...

You can only delete documents 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 - Hire - Preview

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

HRA#	Request Status	Last Updated	Last Updated By	Print (PDF)	Print (HTML)
<b>1154</b>	NEW	10/21/2011	Your Name Here		

**8 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.