



HRA Type	Description of HRA Type	Required fields	Required Attachments	CFAES Requirements/Notes
<p>Hire</p> <p>{Can also be accessed using the "Ready to Hire" feature located at the bottom of the completed Fill Existing or Create New Position used to recruit for the hire}</p>	<p>A candidate has been identified. Includes all new hires, rehires, transfers within the university/college, and additional/concurrent appointments. Also used to extend termination date for employees on J-1/F-1 Visa.</p>	<ul style="list-style-type: none"> <li>• Candidate/Employee</li> <li>• OSU ID# (if a current/former student, faculty and/or staff )</li> <li>• Pay rate (hourly/monthly)</li> <li>• Start date</li> <li>• Position number</li> <li>• Job title</li> <li>• Leave/Timesheet Approver (Supervisor) OSU ID Number (can use search function in HRA)</li> <li>• Building location <ul style="list-style-type: none"> <li>○ This should default based on the position but it is always best practice to add this information to ensure the correct building is entered in to the HR system</li> </ul> </li> <li>• Standards hours <ul style="list-style-type: none"> <li>○ Remember to consider combined FTE for student and temporary employees with multiple appointments</li> </ul> </li> <li>• Candidate's personal email</li> <li>• Job requisition number (posting number)</li> <li>• Chartfield <ul style="list-style-type: none"> <li>○ This step must be completed before the final approval can be entered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Attach <u>signed</u> offer letter for faculty/staff <ul style="list-style-type: none"> <li>○ Offer letter should include the effective date of hire, annual salary offered and any other policies or notices to the candidate</li> </ul> </li> <li>• Attach letter/email with intent to hire for students (non-graduate students)</li> <li>• Attach <u>signed</u> GA contract for graduate appointments</li> <li>• Any amendments to the offer letter</li> </ul>	<ul style="list-style-type: none"> <li>• Hire Data Worksheet <ul style="list-style-type: none"> <li>○ Latest version found <a href="#">here</a></li> </ul> </li> <li>• Offer letter (approved template) <ul style="list-style-type: none"> <li>○ <a href="#">Classified Hire</a></li> <li>○ <a href="#">Unclassified Hire</a></li> <li>○ <a href="#">Student Hire</a></li> </ul> </li> <li>• Be sure to align start dates with pay periods <ul style="list-style-type: none"> <li>○ Payroll Pay dates <a href="#">here</a></li> </ul> </li> <li>• J-1 Visa Process <ul style="list-style-type: none"> <li>○ Initiate Hire HRA</li> <li>○ Attach J-1 visiting scholar extension request</li> <li>○ HRP/Final Approver will ad-hoc Linda Riemenschneider</li> <li>○ Linda Riemenschneider approves visiting scholar extension request</li> <li>○ HRP/Final Approver will hold HRA until DS-2019 and appointment extension letter is attached</li> <li>○ HRP/Final Approver will approve HRA</li> <li>○ Service Center will key the new termination date and update the citizenship panels to reflect the dates on the DS-2019</li> </ul> </li> </ul>
<p>Termination</p>	<p>Used to terminate all faculty, staff and students. Includes resignations, retirements and involuntary terminations.</p>	<ul style="list-style-type: none"> <li>• Employee Name and OSU ID#</li> <li>• Last day work <ul style="list-style-type: none"> <li>○ This day should be the last day any hours were worked by the employee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>Signed</u> resignation letter for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Biweekly staff must submit final timesheet on their last day of work to ensure they aren't locked out of the eTimesheet system</li> </ul>

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		<ul style="list-style-type: none"> <li>• Reason for termination               <ul style="list-style-type: none"> <li>○ Designate if this person is leaving the university or transferring within the university</li> </ul> </li> </ul>		
Pay Additional Compensation	Used to initiate payments outside of the annual salary for faculty, staff and students. Includes taxable non-cash items, taxable reimbursements and one-time bonuses.	<ul style="list-style-type: none"> <li>• Employee name and OSU ID #</li> <li>• Designate one-time payment or multiple/reoccurring payment</li> <li>• Select payment type</li> <li>• Effective date of payment               <ul style="list-style-type: none"> <li>○ Effective date should align with pay periods (i.e., if the employee is a monthly paid employee and performed additional duties June 14<sup>th</sup>, the payment should align with the June pay period)                   <ul style="list-style-type: none"> <li>▪ Pay dates calendar found <a href="#">here</a></li> </ul> </li> </ul> </li> <li>• Total amount of payment</li> <li>• Chartfield</li> </ul>	<ul style="list-style-type: none"> <li>• Ad-Hoc approvals               <ul style="list-style-type: none"> <li>○ Faculty/Staff person</li> <li>○ Requesting Department</li> <li>○ Requesting College</li> <li>○ Home Department Chair/Head</li> <li>○ Home Dean/VP</li> </ul> </li> <li>• If unable to complete Ad-Hoc approvals, the Supplemental compensation form (completed with all required signatures) <b>must</b> be attached</li> <li>• Non-cash item               <ul style="list-style-type: none"> <li>○ Taxable Benefit Agreement Form</li> </ul> </li> <li>• Letter notifying employee of payment</li> </ul>	
Change Rate of Pay	Includes all equity/market and performance adjustments as well as student pay increases.	<ul style="list-style-type: none"> <li>• Employee Name and OSU ID#</li> <li>• Proposed adjustment (by percentage or pay rate)</li> <li>• Effective date of pay rate change</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate approvals               <ul style="list-style-type: none"> <li>○ Departmental approvals</li> <li>○ Office of Human Resources Compensation department (if applicable)                   <ul style="list-style-type: none"> <li>▪ i.e. equity/market increases of 5% or more</li> </ul> </li> <li>○ Office of Academic Affairs (if applicable for faculty)</li> </ul> </li> <li>• Letter notifying employee               <ul style="list-style-type: none"> <li>○ Must be <u>signed</u> by the employee</li> </ul> </li> <li>• If the pay rate is set to change due to</li> </ul>	

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			standard hours change (monthly), must provide letter that notifies employee of the change in pay	
Change Funding Source	Temporary and permanent chartfield/job earnings distribution change. Includes current/future funding changes as well as retroactive changes.	<ul style="list-style-type: none"> <li>Employee Name and OSU ID#</li> <li>Designate current/future or retroactive change</li> <li>Effective date of funding change</li> </ul>		<ul style="list-style-type: none"> <li>Documentation within the department</li> </ul>
Change Number of Hours Worked Per Week	Changes from full-time to part-time and vice versa; standard hour changes.	<ul style="list-style-type: none"> <li>Employee Name and OSU ID#</li> <li>Effective date of change</li> <li>Proposed standard hours</li> <li>Additional information regarding any potential pay rate or funding changes</li> </ul>	<ul style="list-style-type: none"> <li>Letter to employee notifying he/she of the changes <ul style="list-style-type: none"> <li>Must be signed by the employee</li> <li>Must indicate any changes in pay</li> <li>Email will suffice <u>for students only</u></li> </ul> </li> </ul>	
Update Job Duties/Responsibilities	Includes reclassifications, promotions, working title changes, job duties/description changes, reports to changes, department changes and building location changes.	<ul style="list-style-type: none"> <li>Employee Name and OSU ID#</li> <li>Effective date of change</li> <li>Position number (that the employee is currently in)</li> <li>Job Title (Update if changing. If changing, it should match the title on the attached position description)</li> <li>Reports to (if changing)</li> <li>Salary percentage/pay rate (if changing)</li> <li>Short term/long term disaster designation (if changing)</li> <li>Job code</li> </ul>	<ul style="list-style-type: none"> <li>Letter to employee notifying he/she of the changes</li> <li>Position Description using the CFAES HR approved template <ul style="list-style-type: none"> <li>Fill in only the information that is changing</li> <li>The section changing must be completed (i.e. no strikethrough or notes)</li> </ul> </li> </ul>	To access the most recent version of the position description template, click <a href="#">here</a>
Change Other Employee Data	Includes leave/timesheet approver, work address, work phone, leave of absence/family medical leave and service dates	<ul style="list-style-type: none"> <li>Employee Name and OSU ID#</li> <li>Effective date of change</li> <li>Department</li> <li>Supervisor Name and OSU ID#</li> </ul>		<ul style="list-style-type: none"> <li>Changes to personal data, such as home address and phone should be completed via employee self service</li> </ul>

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Fill Existing Position	Used when ready to advertise or recruit for an existing position. Position description, job duties, responsibilities and requirements may need to be updated.	<ul style="list-style-type: none"> <li>• Name and OSU ID# of employee being replaced (if applicable)</li> <li>• Proposed start date (the day you'd want a candidate to begin work)</li> <li>• Job title</li> <li>• Salary range               <ul style="list-style-type: none"> <li>○ This should match the information on the position description</li> </ul> </li> <li>• Position number</li> <li>• Reports to</li> <li>• Must indicate posting timeline in the additional information section</li> <li>• Chartfield               <ul style="list-style-type: none"> <li>○ Although this information isn't used for the position data or postings, the system requires it before approval</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Position description using the CFAES HR approved template               <ul style="list-style-type: none"> <li>○ Fill in only the information that is changing</li> <li>○ The section changing must be completed (i.e. no strikethrough or notes)</li> </ul> </li> </ul>	To access the most recent version of the position description template, click <a href="#">here</a> .
Create New Position	Used when a position does not exist; create a new position to fulfill certain duties/responsibilities; position would then ready to advertise/recruit.	<ul style="list-style-type: none"> <li>• Proposed title</li> <li>• Proposed start date (the day you'd want the candidate to begin work)</li> <li>• Hours per week (determines FTE)</li> <li>• Proposed hiring range               <ul style="list-style-type: none"> <li>○ This should match the information on the position description</li> </ul> </li> <li>• Building location               <ul style="list-style-type: none"> <li>○ Should match ORG</li> </ul> </li> <li>• Preferred Internal Candidate               <ul style="list-style-type: none"> <li>○ Only list a candidate if he/she meets the university criteria</li> </ul> </li> <li>• Reports to</li> <li>• Short and Long-term disaster designations</li> </ul>	<ul style="list-style-type: none"> <li>• Position description using the CFAES HR approved template</li> </ul>	<p>To access the most recent version of the position description template, click <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>• Before requesting a new position, work with your HRP to determine if a position exists that will only require updates before posting</li> </ul>

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		<ul style="list-style-type: none"> <li>○ This should match the information on the position description</li> <li>○ Monthly paid position, list the annual rate only</li> <li>• Job code</li> <li>• Chartfield               <ul style="list-style-type: none"> <li>○ Although this information isn't used for the position data or postings, the system requires it before approval</li> </ul> </li> </ul>		
Other	Used to initiate any HR action that is not described above	<ul style="list-style-type: none"> <li>• Name and OSU ID# of employee</li> <li>• Effective date of change</li> <li>• Department</li> <li>• Additional information</li> </ul>		<ul style="list-style-type: none"> <li>• Contact your HRP to ensure this HRA type is appropriate</li> </ul>

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