# HRAction (HRA) Transaction Guide

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<th>Description of HRA Type</th>
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| Hire     | 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. | • Candidate/Employee  
• OSU ID# (if a current/former student, faculty and/or staff)  
• Pay rate (hourly/monthly)  
• Start date  
• Position number  
• Job title  
• Leave/Timesheet Approver (Supervisor) OSU ID Number (can use search function in HRA)  
• Building location  
  o 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  
• Standards hours  
  o Remember to consider combined FTE for student and temporary employees with multiple appointments  
• Candidate’s personal email  
• Job requisition number (posting number)  
• Chartfield  
  o This step must be completed before the final approval can be entered | • Attach signed offer letter for faculty/staff  
  o Offer letter should include the effective date of hire, annual salary offered and any other policies or notices to the candidate  
• Attach letter/email with intent to hire for students (non-graduate students)  
• Attach signed GA contract for graduate appointments  
• Any amendments to the offer letter | • Hire Data Worksheet  
  o Latest version found [here](#)  
• Offer letter (approved template)  
  o [Classified Hire](#)  
  o [Unclassified Hire](#)  
  o [Student Hire](#)  
• Be sure to align start dates with pay periods  
  o Payroll Pay dates [here](#)  
• J-1 Visa Process  
  o Initiate Hire HRA  
  o Attach J-1 visiting scholar extension request  
  o HRP/Final Approver will ad-hoc Linda Riemenschneider  
  o Linda Riemenschneider approves visiting scholar extension request  
  o HRP/Final Approver will hold HRA until DS-2019 and appointment extension letter is attached  
  o HRP/Final Approver will approve HRA  
  o Service Center will key the new termination date and update the citizenship panels to reflect the dates on the DS-2019 |
| Termination | Used to terminate all faculty, staff and students. Includes resignations, retirements and involuntary terminations. | • Employee Name and OSU ID#  
• Last day work  
  o This day should be the last day any hours were worked by the employee | • Signed resignation letter for staff | • Biweekly staff must submit final timesheet on their last day of work to ensure they aren’t locked out of the eTimesheet system |

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| 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. | - Reason for termination  
  o Designate if this person is leaving the university or transferring within the university | - Employee name and OSU ID #  
- Designate one-time payment or multiple/reoccurring payment  
- Select payment type  
- Effective date of payment  
  o Effective date should align with pay periods (i.e., if the employee is a monthly paid employee and performed additional duties June 14th, the payment should align with the June pay period)  
  ▪ Pay dates calendar found [here](#)  
- Total amount of payment  
- Chartfield | - Ad-Hoc approvals  
  o Faculty/Staff person  
- Requesting Department  
- Requesting College  
  o Home Department  
  Chair/Head  
  Home Dean/VP | 
- If unable to complete Ad-Hoc approvals, the Supplemental compensation form (completed with all required signatures) must be attached  
| | | | | 
| | | | | 
| | | | | 
| Change Rate of Pay | Includes all equity/market and performance adjustments as well as student pay increases. | - Employee Name and OSU ID#  
- Proposed adjustment (by percentage or pay rate  
- Effective date of pay rate change | - Appropriate approvals  
  o Departmental approvals  
- Office of Human Resources Compensation department (if applicable)  
  ▪ i.e. equity/market increases of 5% or more  
  o Office of Academic Affairs (if applicable for faculty)  
- Letter notifying employee  
  o Must be [signed](#) by the employee | | 

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<td>Change Funding Source</td>
<td>Temporary and permanent chartfield/job earnings distribution change. Includes current/future funding changes as well as retroactive changes.</td>
<td>• Employee Name and OSU ID#&lt;br&gt;• Designate current/future or retroactive change&lt;br&gt;• Effective date of funding change</td>
<td></td>
<td>• Documentation within the department</td>
</tr>
<tr>
<td>Change Number of Hours Worked Per Week</td>
<td>Changes from full-time to part-time and vice versa; standard hour changes.</td>
<td>• Employee Name and OSU ID#&lt;br&gt;• Effective date of change&lt;br&gt;• Proposed standard hours&lt;br&gt;• Additional information regarding any potential pay rate or funding changes</td>
<td>• Letter to employee notifying he/she of the changes&lt;br&gt;○ Must be signed by the employee&lt;br&gt;○ Must indicate any changes in pay&lt;br&gt;○ Email will suffice for students only</td>
<td></td>
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<tr>
<td>Update Job Duties/Responsibilities</td>
<td>Includes reclassifications, promotions, working title changes, job duties/description changes, reports to changes, department changes and building location changes.</td>
<td>• Employee Name and OSU ID#&lt;br&gt;• Effective date of change&lt;br&gt;• Position number (that the employee is currently in)&lt;br&gt;• Job Title (Update if changing. If changing, it should match the title on the attached position description)&lt;br&gt;• Reports to (if changing)&lt;br&gt;• Salary percentage/pay rate (if changing)&lt;br&gt;• Short term/long term disaster designation (if changing)&lt;br&gt;• Job code</td>
<td>• Letter to employee notifying he/she of the changes&lt;br&gt;• Position Description using the CFAES HR approved template&lt;br&gt;○ Fill in only the information that is changing&lt;br&gt;○ The section changing must be completed (i.e. no strikethrough or notes)</td>
<td>To access the most recent version of the position description template, click <a href="#">here</a></td>
</tr>
<tr>
<td>Change Other Employee Data</td>
<td>Includes leave/timesheet approver, work address, work phone, leave of absence/family medical leave and service dates</td>
<td>• Employee Name and OSU ID#&lt;br&gt;• Effective date of change&lt;br&gt;• Department&lt;br&gt;• Supervisor Name and OSU ID#</td>
<td></td>
<td>• Changes to personal data, such as home address and phone should be completed via employee self service</td>
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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. | • Name and OSU ID# of employee being replaced (if applicable)  
• Proposed start date (the day you’d want a candidate to begin work)  
• Job title  
• Salary range   
  ○ This should match the information on the position description  
• Position number  
• Reports to  
• Must indicate posting timeline in the additional information section  
• Chartfield   
  ○ Although this information isn’t used for the position data or postings, the system requires it before approval | • Position description using the CFAES HR approved template  
  ○ Fill in only the information that is changing  
  ○ The section changing must be completed (i.e. no strikethrough or notes) | To access the most recent version of the position description template, click [here](#). To access the most recent version of the position description template, click [here](#).  
• Before requesting a new position, work with your HRP to determine if a position exists that will only require updates before posting |
| 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. | • Proposed title  
• Proposed start date (the day you’d want the candidate to begin work)  
• Hours per week (determines FTE)  
• Proposed hiring range   
  ○ This should match the information on the position description  
• Building location   
  ○ Should match ORG  
• Preferred Internal Candidate   
  ○ Only list a candidate if he/she meets the university criteria  
• Reports to  
• Short and Long-term disaster designations | • Position description using the CFAES HR approved template | To access the most recent version of the position description template, click [here](#). |

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<td>o This should match the information on the position description</td>
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<td></td>
<td>o Monthly paid position, list the annual rate only</td>
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<td></td>
<td></td>
<td>• Job code</td>
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<td></td>
<td>• Chartfield</td>
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<td>Other</td>
<td>Used to initiate any HR action that is not described above</td>
<td>• Name and OSU ID# of employee</td>
<td></td>
<td>• Contact your HRP to ensure this HRA type is appropriate</td>
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<td>• Effective date of change</td>
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