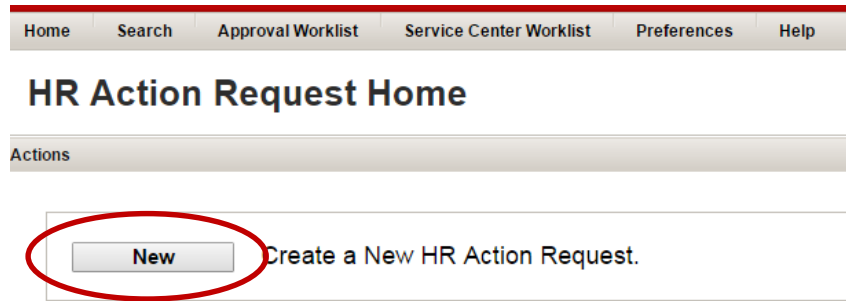


HR Action Request Guide - Hire



Home Search Approval Worklist Service Center Worklist Preferences Help

HR Action Request Home

Actions

New Create a New HR Action Request.

Enter Supervisor's ID Number, or use the Lookup option to locate using name.

Verify Department number corresponds with the desired OAA unit to ensure correct approver workflow.

Choose the Action type **Hire**.

This HR Action type is used for:

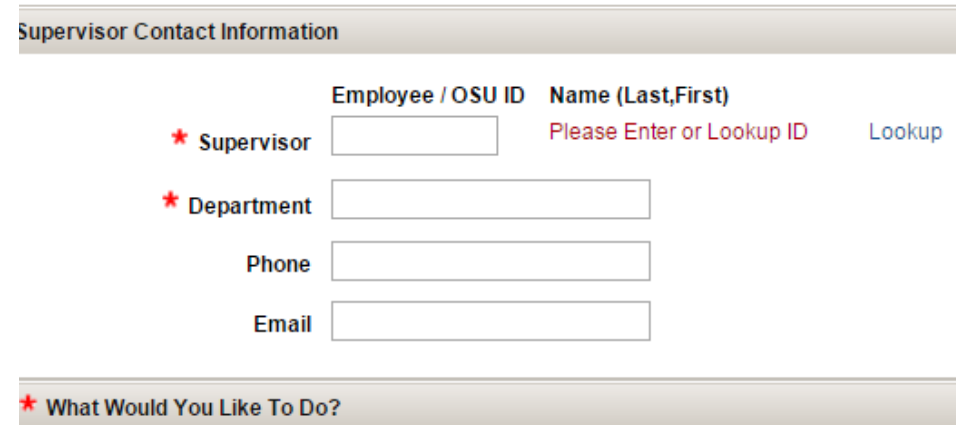
Hiring the selected final candidate into a new role once offer has been accepted; this includes:

New hires, Rehires, Concurrent Positions, Promotions (excluding reclassifications), and Transfers within the University

Log in to <http://hraction.osu.edu>

Click on New to create a New request

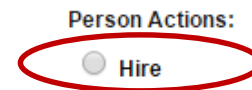
New HR Action Request



Supervisor Contact Information

	Employee / OSU ID	Name (Last,First)	
* Supervisor	<input type="text"/>	Please Enter or Lookup ID	Lookup
* Department	<input type="text"/>		
Phone	<input type="text"/>		
Email	<input type="text"/>		

* What Would You Like To Do?



Person Actions:

☒ Hire



HR Action Request - Hire

Hire Example

Hire Detail - Please supply as much information as possible


Is this request for multiple employees? ☐

Current or Former OSU Employee/Student? ☒

Employee / OSU ID [Lookup](#)

* Name (Last,First)

* Pay Rate ☒ Hourly ☐ Monthly ☐ Annually

Proposed Start Date  ☐ Temp?

Position Number [Lookup](#)

Job Title

	Employee / OSU ID	Name (Last,First)	
Leave/Timesheet Approver	<input type="text" value="03134369"/>	Sprouse, Christina Louise	Lookup

WebClock User ☐

Employee Dept

Work/Building Location

Standard Hours

Personal Email Address

Job Requisition Number

Visa? ☐

No Sal ☐

Although there are only a few required fields (*), providing more information upon submission will expedite the request approval and processing timeline.

- ❖ Unit approvers (level 1 & 2) are able to enter additional information in HRA fields before sending to the Service Center for final approval.
- ❖ The service center will be in contact to gather additional information, when necessary, prior to final approval and processing the request.



HR Action Request - Hire - Helpful Tips



Hire Detail - Please supply as much information as possible

Is this request for multiple employees? ☐

Current or Former OSU Employee/Student? ☒

If hire is a current/former employee or student, please check this box and enter Employee ID, when known.
The lookup option is available to search by name; please leave blank if unable to differentiate between like names

Employee / OSU ID [Lookup](#)

* Name (Last,First)

Please enter Last,First Name (without a space). Name will auto-populate when an Employee ID is provided

Please enter hourly rate or monthly salary

* Pay Rate ☐ Hourly ☐ Monthly ☐ Annually

For annual, verify exempt/non-exempt status and divisibility (MO=12, FT BW=2,080 hours)

Please allow 10 business days for background check, when required

Proposed Start Date  ☐ Temp?

Check Temp if appointment is ≤ 12 months and enter end date, if available

Position Number [Lookup](#)

If position was posted, revisit **Create New/Fill Existing HRA** and click the button at the bottom of the HRA to auto-fill position data

Job Title

Employee / OSU ID Name (Last,First)

Leave/Timesheet Approver

[Lookup](#)

Enter supervisor ID or use the lookup link to search by name for eTime/eLeave approval

Check this box to add webclock functionality; [click here](#) for information about webclock.

WebClock User ☐

Employee Dept

Select the department number to align with funding and/or reporting needs

Enter building name or address and room number when available

Work/Building Location

Standard Hours

Please enter standard hours for appointment. For students appointments, please review [student appointment guide](#) for student standard hour restrictions

Personal Email Address

Enter best email address for new hire process correspondence

Job Requisition Number

Check if you know an employee has a Visa

Visa? ☐

Staff and Faculty positions require posting based on [OHR policy 4.10](#) and will include a job requisition number. Temporary positions, including student position, will not have a requisition number

No Sal ☐

HR Action Request - Hire

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)

Click to add chartfield information; this is required prior to department approval



Org	Fund	Account	Project	Program	User Defined	Percent	Release Time	Funding End Dt	Split Funding
42005 Lookup	011000 Lookup	60044 Lookup	 Lookup	11234 Lookup	 Lookup	 Lookup	<input type="checkbox"/>	 Lookup	+ -

For additional chartfield rows, click "+"
Please ensure that rows total 100%

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

+ Add...

Please click 'Add' to attach any necessary documentation to the HRA prior to submission.

Any information pertaining to the hire can be placed in the 'Additional Information' section of HRA. This may include, but is not limited to:

- ❖ Additional Background Checks beyond OSU requirements (e.g. motor vehicle, credit, fingerprint, etc.)
- ❖ Concurrent appointment information
- ❖ Phone number and type for new hires without active OSU accounts
- ❖ Position updates needed since creation/posting
- ❖ Notes to assist with hire entry

Attachments may include:

- ❖ Signed letter of offer
- ❖ Signed appointment document (used for grad student appointments)
- ❖ Signed Federal Work Study referral form
- ❖ Memorandum of Understanding (MOU)
- ❖ Minor Documentation
- ❖ Resume with contact information
- ❖ Approved exceptions to regular processes (posting, pay rate, etc.)
- ❖ Any other explanation correspondence, approval emails, or additional documents that will be helpful for future records and audit



Reminder: Please do not attach any information containing restricted data to HRA



HR Action Request - Hire

Save, Review and Submit!

If you are not yet ready to submit, you may return to the HRA later by clicking .

Once you are ready to submit the HRA for approval, please click and then .

Note: Hire requests will workflow to the department HR approver and then to the Service Center for final approval and processing. If changes or additions are needed after submitting, please contact your HR Service Center representative.

