

## HR ACTION REQUEST (HRA) SYSTEM

### TO OBTAIN HRA ACCESS:

To begin the process of getting access to the HRA system, you need to complete the “Protecting Institutional Data” course on BuckeyeLearn. To complete this course, follow the steps below:

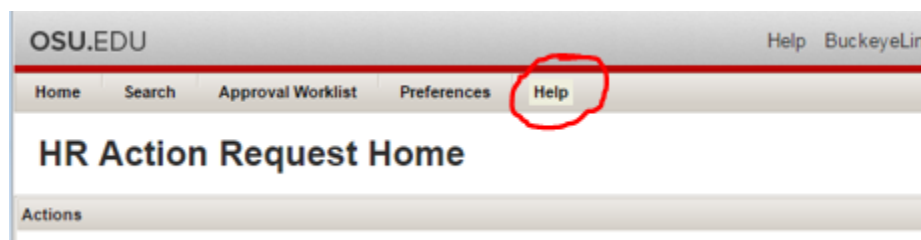
#### Protecting Institutional Data Course Enrollment

1. Go to <http://go.osu.edu/idp-enroll>
2. Click Request to register; this will take you to the Transcript screen
3. On the Transcript screen, click Launch to begin the training
4. Complete training – to complete this curriculum, you must
  - a. Complete all modules of this training course
  - b. Pass the Institutional Data assessment
  - c. Read and accept the Institutional Data Usage and Confidentiality Agreement
5. Notify your HRP AI Knox ([knox.113@osu.edu](mailto:knox.113@osu.edu)) when you have successfully completed the training

### TO ACCESS HRA:

Once you have been notified that you have been given access, navigate to the HR Action (HRA) website: <https://hraction.osu.edu/> and sign on with your Ohio State user name (name.#) and password to begin.

Need help? Click Help from [hraction.osu.edu](https://hraction.osu.edu)



[How to Enter a HRA](#)

[How to Approve a HRA](#)

### HELPFUL HINTS:

- **First step always**, enter your employee id#. Your department # should be 12134 or 12135 (please make sure the correct org is displayed when you are initiating a request).
- You **cannot** enter HR Actions for yourself. In the case that you need to request an action for yourself, please email your HRP within your department ([knox.113@osu.edu](mailto:knox.113@osu.edu)) with the information required under the requested action listed below.
- If you are not sure how to complete a field located in an HRA request, you may contact your HRP prior to entry for assistance **or** you can insert anything into the field in order to get the request submitted for processing then contact HRP for further assistance. All HR actions will be reviewed by your HRP for final approval and we will work with you to complete the request.

## **HIRE:**

Use For: Hiring and/or Rehiring employees; i.e., students, GAs, Lecturers, and/or Visiting Scholars

(NOTE: you can no longer hire “multiple” employees at once)

- Click “**Hire**” and then click next; if this is a current and/or former OSU employee/student check the box provided; enter Name, Pay Rate (if you do not know the rate, enter a \$1.00 and your HRP will enter the correct rate), Start Date, Standard Hours, and Personal Email Address of hire. Additional Comments: provide detailed information of what this employee will be responsible for and any other supportive documentation to support the hire request, including the funding source to support the hire. Attachments: provide any forms, letters, information that you may have that is necessary to support this request. Review your information, click Save and Continue and then Submit.
  - **FWS Student**: must have the following documents attached: FWS Referral Form, copy of award summary, and current enrollment schedule. (pay rates are established by FWS regulations)
  - **Visiting Scholar**: remember to include what the VS will be doing while visiting, the fund that will cover the OIA processing fee (\$297.00), and the following documents: passport, proof of funding, CV, and statement of interest.

## **TERMINATION:**

Use For: Resignation, Retirement, Death, and RIF

(NOTE: For all involuntary terminations please contact your HRP prior to entry)

- Click “Terminate” and then click next; enter Employee Name/OSU ID, Last Day of Work, and Reason for Termination. Additional Comments: provide detailed information to support the request. Attachments: provide any forms, letters, information that is necessary to support this request (i.e. resignation). Review your information, click Save and Continue and then Submit.

## **PAY ADDITIONAL COMPENSATION:**

Use For: Supplemental Compensation (SUP/COMP), Off Duty Pay (ODP), and Additional Pay (NOTE: For all other Additional Compensation contact your HRP prior to entry)

- Click “Pay Additional Compensation” and then click next; enter Employee Name/OSU ID, Additional Compensation Frequency, and Payment Type. (**One Payment** – enter the Effective Date and Total Amount. **Multiple/Recurring Payments** enter Begin Date, End Date, Amount per Pay Period, X Number of Pay Periods which should equal the total amount or you can enter the Total Amount.) Additional Comments: provide detailed information of the duties being performed, when, where, what and anything else necessary to support the request including the fund to support the request. Attachments: provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.

### **CHANGE RATE OF PAY:**

Use For: Student hourly rate Increase (NOTE: For all other increases contact your HRP prior to entry)

- Click “Change Rate of Pay” and then click next; enter Employee Name/OSU ID, Proposed Adjustment % or Proposed Pay Rate \$, and Effective Date. *Additional Comments:* provide detailed information to support the increase request (i.e. reason for increase, additional duties, additional skills learned). *Attachments:* provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.

### **CHANGE FUNDING SOURCE:** (Fiscal Officer Use Only)

### **CHANGE NUMBER OF HOURS WORKED PER WEEK:**

Use For: Staff, Lecturer, GA, or Student Increase/Decrease in FTE %, Full-Time to Part-Time (NOTE: For impact of change contact your HRP prior to entry)

- Click “Change Number of Hours Worked Per Week” and then click next; enter Employee Name/OSU ID, Proposed Hours per Week or % FTE, and Effective Date. *Additional Comments:* provide detailed information to support the change request (i.e. reason for +/-, additional duties). *Attachments:* provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.

### **UPDATE JOB DUTIES/RESPONSIBILITIES:**

Used For: Change in working title, job duties, reclassifications, promotions (NOTE: Consult with your HRP prior to entry)

- Click “Update Job Duties/Responsibilities” and then click next: enter Employee Name/OSU ID, Effective date of Change, Job Title, Reports To (should be the person making the request), and proposed Adjustment % or Proposed Pay Rate \$ (If there is an expected change). *Additional Comments:* provide detailed information to support the change request (i.e. reason for +/-, additional duties). *Attachments:* provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.

### **CHANGE OTHER EMPLOYEE DATA:**

Used For: Leave/Timesheet Approver, Business Address, Phone, Supervisor, Reports To:

- Click “Change Other Employee Data” and then click next: enter Employee Name/OSU ID, Effective date of Change, and any proposed changes to current information as listed. *Additional Comments:* provide detailed information to support the change request. *Attachments:* provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.

### **POSITION ACTIONS:**

Used For: advertise/recruit for a position that already exist or create a new position for hire (NOTE: Consult with your HRP prior to entry)

- Click “**Fill Existing Position**” and then click next (if a **staff** member resigns/retires and you would like to replace them). Enter Employee Being Replaced, proposed Start Date, Job Title, Proposed Hiring Range (From and To/Hourly, Monthly, Annually), position number, Preferred Internal Candidate (only if you hiring someone internally from the EHE for this position), and Report To. Additional Comments: provide detailed information to support the change request. Attachments: provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.
- Click “**Create New Position**” and then click next: (If you are creating a **NEW** staff position) enter Proposed Title, proposed Start Date, Hours Per Week, Proposed Hiring Range (From and To/Hourly, Monthly, Annually), Preferred Internal Candidate (only if you hiring someone internally from the EHE for this position), and Reports To. Additional Comments: provide detailed information to support the change request. Attachments: provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.

### **ANYTHING ELSE:**

Used For: RT, FPL, or anything else not listed above (NOTE: Consult with your Fiscal Officer/HRP prior to entry)

- Click “Other” and then click next: enter Employee Name/OSU ID and Effective Date of change. Additional Comments: provide detailed information to support the change request. Attachments: provide any forms, letters, information that is necessary to support this request. Review your information, click Save and Continue and then Submit.

### **ACKNOWLEDGE A PAYMENT IN HRA:**

If you are expecting compensation by way of **Supplemental Compensation, Off Duty Pay, Release Time and/or Cost Share**: you will receive an email notification that an HRA is pending your approval. Click on the link provided, sign in, and approve the HRA in order to complete the process.