Log in to [http://hraction.osu.edu](http://hraction.osu.edu)

Click on New to create a New 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 **Change Rate of Pay**.

This HR Action type is used for:

* Increases or decreases to employees’ salary or hourly rate within the same position. Types of changes include:
  * Counter offers, Equity/market adjustments,
  * Performance related increases aside from AMCP,
  * Student pay rate increases for performance or increased responsibility, Other increases that do not include changes in position data
HR Action Request - Change Rate of Pay

**Is this request for multiple employees?**
- To process multiple *student* employee changes, check this box and attach a list of with desired new pay rates

- For single changes, enter Employee ID or use Lookup to search by name

**Employee / OSU ID**

**Name (Last,First)**

**Proposed Adjustment**

- Enter percentage adjustment or new proposed pay rate

**Effective Date**

- Enter the effective date. Please review [pay period calendar](#) for assistance or contact your HR Service Center representative

**Information in this request is viewable and subject to disclosure under the Ohio public records statute and rules of discovery.**

**Additional Information (Business Purpose, etc.)**

- Please provide detailed justification pertaining to pay rate change; justification is required for all employee types

**Chartfield Information (Optional)**

- If the chartfield needs to be updated, please click to expand and enter new chartfield information

**Please select a job from the list below**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Job Title</th>
<th>Supervisor</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Week Location</th>
<th>Hours Per Week</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Library Student Assistant 1</td>
<td>Miller, James Irwin</td>
<td>32101</td>
<td>Research and Education</td>
<td>Eighteenth Avenue Library</td>
<td>10</td>
<td>✅</td>
</tr>
<tr>
<td>1</td>
<td>Library Student Assistant 1</td>
<td>Gosha, David Theron</td>
<td>32101</td>
<td>Research and Education</td>
<td>Eighteenth Avenue Library</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student Assistant</td>
<td>Richman, David Bozwell</td>
<td>32101</td>
<td>Research and Education</td>
<td>Eighteenth Avenue Library</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**To add more chartfield rows. Please click “+”**

- Please ensure that rows total 100%

**If an employee has multiple active positions, select the desired job record that requires a change rate in pay**
HR Action Request - Change Rate of Pay

Please select a job from the list below:

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Job Title</th>
<th>Supervisor</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Work Location</th>
<th>Hours Per Week</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Library Student Assistant</td>
<td>Gasha, David Theron</td>
<td>32101</td>
<td>Research and Education</td>
<td>Eighteenth Avenue Library</td>
<td>10</td>
<td>✔️</td>
</tr>
<tr>
<td>1</td>
<td>Student Assistant</td>
<td>Richman, David Rozwell</td>
<td>32101</td>
<td>Research and Education</td>
<td>Eighteenth Avenue Library</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

The system will present the current rate of pay based on the employee ID and job record.

Please click on the ‘Add’ button to attach any necessary documentation to the HRA. This may include:

- Salary Adjustment and Reclassification Request Form (counter offers, equity/market adjustments)
- Internal/External Market Data
- Letter to employee confirming new rate of pay. Template letters can be found on the OAA Service Center website.
- Outline of wage information provided by the government/Office of International Affairs

Reminder: Please do not attach any information containing restrictive data to HRA.
HR Action Request - Change Rate of Pay

Save, Review and Submit!

If you are not ready to submit for approval, you may come back to the HRA later by clicking "Save For Later".

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

Note: Change Rate of Pay 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.