Log in to 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 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
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

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.

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

Please allow 10 business days for background check, when required.

Check this box to add webclock functionality; click here for information about webclock.

Enter building name or address and room number when available.

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

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

Please enter standard hours for appointment. For students appointments, please review student appointment guide for student standard hour restrictions.

Enter best email address for new hire process correspondence.

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.
HR Action Request - Hire

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
Save, Review and Submit!

If you are not yet ready to submit, you may return 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: 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.