**HR Action Request Guide - Other**

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 **Other**.

This HR Action type is used for:

Those items that do not fit into other categories, but require department approval. This action type is most frequently used for:

- Volunteer background checks, Motor Vehicle checks,
- Service Date adjustments, Vacation donations, Payroll pre-approved bulk additional pays (large group of 50+ lines),
- Leave of Absences and Return from Leave
Supporting documentation may include:
- **Vacation Donation Agreement** with appropriate approvals
- State of Ohio letters confirming previous years of service
- Spreadsheet containing background/motor vehicle checks needed
- Payroll pre-approved bulk additional pay spreadsheet (large group of 50+ lines)

Please refrain from adding **restrictive data** to HRA.
HR Action Request - Other

Save, Review and Submit!

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

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

*Note:* Other 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.