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 **Terminate**

This HR Action type is used for:
Termination of appointment or notification that employee is transferring within the university. Types of terminations include:
- Resignation – Leaving University
- Resignation – Transfer within University
- End of Student/Temporary Appointment
- Retirement
- Death
- Involuntary, Reduction in Force
- Disability/Separation
HR Action Request - Termination

Attachments may include:
- Letter of resignation
- Reduction in Force documents
- Memorandum of Understanding
- Pre-approved OHR notification to employee regarding termination
- Obituary, if available
- Letter to employee confirming termination
- Any other explanation correspondence or additional documents that will be helpful for entry

Please refrain from adding sensitive information regarding termination to HRA. Please reference unit HR contact who retains documentation in case questions arise regarding termination.
Save, Review and Submit!

If you are not yet ready to submit, you may come back to the HRA later by clicking [Save and Continue].

Once you are ready to submit the HRA, click [Save For Later] and then [Submit].

**Note:** Involuntary terminations/Reduction in Force 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.

Voluntary terminations are automatically approved and sent to the Service Center for processing.