HR Action Request Guide – Update Job Duties/Responsibilities

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 Update Job Duties/Responsibilities

This HR Action type is used for:
Changes to employee’s position description, including the following:
- Reclassifications, Career Progressions, Addition or Permanent or Interim Duties, Job Description updates, Disaster Designations, Working Title Changes
**HR Action Request – Update Job Duties/Responsibilities**

**Update Job Duties/Responsibilities Detail**

- **Proposed changes to current information**
  - **Effective Date of Change**: Enter the date in which the change should occur.
  - **Position Number**: Default based on employee ID.
  - **Job Title**: Auto-populate to match existing position data; change if a new title is desired. Note: there is a 30 character limit.
  - **Reports To**: Enter supervisor & reports to ID # or use lookup to search by name. Reports To is manager responsible for performance review; eLeave/eTimesheet approver is usually the manager but may be different with senior leaders.
  - **WebClock User**: Check box to add webclock functionality; click here for information about webclock.
  - **Proposed Adjustment**: Enter percentage adjustment or new proposed pay rate. See below.
  - **Short-Term Disaster Designation** and **Long-Term Disaster Designation**: Select from drop-down menu. See HR Policy 6.17 for assistance.
  - **Job Code**: Auto-populate to match existing position data. If a reclassification is being requested, a change in job code is needed. The primary position responsibilities will be necessary in order to select the appropriate University job code. OHR’s Title Deck contains a list of available job codes along with specifications. Contact your HR contact or the OHR Compensation Department for assistance with your selection or position description. See below for further information.

- **To request multiple employee changes**, please check this box and attach a list of employees or spreadsheet with changes needed.

- **For single requests**, enter Employee ID or use Lookup to search by name.

- **Other pay rate changes that do not include changes to the position description** should be processed using Change Rate of Pay HRA.

To determine whether a position change qualifies for a reclassification or requires a job posting, please review the Recruitment & Selection policy.
HR Action Request – Update Job Duties/Responsibilities

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

Additional Information

Required documentation may include:
- Salary Adjustment and Reclassification Request for Approval (including the required documentation listed on page 2)
- OHR Compensation approval on the HRA request
- OAA Position Template noting changes to employee’s position description
- Justification for change, if not noted in ‘additional information’
- Salary notification letter to employee confirming change (must be attached after OHR approval is received)
- Spreadsheet containing list of changes needed (multiple employees only)

Please provide additional detailed information pertaining to change. Reclassifications, Career Progressions, and addition of significant, permanent duties require a detailed justification.

Current chartfield information will populate based on the employee ID. If changes are needed, please enter updated chartfield information.

To add more chartfield rows, click “+”.

Please ensure that rows total 100%.

Please click ‘Add’ to attach any necessary documentation to the HRA prior to submission.
HR Action Request – Update Job Duties/Responsibilities

Proposed changes to current information

Effective Date of Change: 04/01/2016
Position Number: 00077446
Job Title: Human Resource Specialist
Reports To: Degenhardt, Alyse
Leave/Timesheet Approver: Degenhardt, Alyse
WebClock User: Lookup
Current Pay Rate: $4,302.85 Monthly, $51,154.20 Annually
Proposed Adjustment: 6.5%

Career Progression Example

Proposed changes to current information

Effective Date of Change: 04/01/2016
Position Number: 00077445
Job Title: HR Service Center Manager
Reports To: hosier, Roberta Jean
Leave/Timesheet Approver: hosier, Roberta Jean
WebClock User: Lookup
Current Pay Rate: $4,202.05 Monthly, $51,154.20 Annually
Proposed Adjustment: 77.07%

Job Reclassification Example
Save, Review and Submit!

If you are not ready for approval, you may come back to it 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: Update Job Duties/Responsibilities 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.