



HR Action Request Type Descriptions

Person Actions

Request Type	Help Text Description
Hire	A candidate has been identified. Includes new hires, rehires, transfers within the University, and additional/concurrent appointments.
Terminate	Includes resignations, retirements, and involuntary terminations.
Pay Additional Compensation	Includes Cell Phone Allowances, Taxable Reimbursements and One-Time Bonuses.
Change Rate of Pay	Includes equity/market/performance adjustments and student pay increases.
Change Funding Source	Temporary and permanent chartfield/job earnings distribution changes.
Change Number of Hours Worked Per Week	Changes from full-time to part-time and vice versa; standard hour changes.
Update Job Duties/Responsibilities	Includes reclassifications, promotions, title changes and job duties/description changes.
Change Other Employee Data	Includes Home Dept, Supervisor ID, Check Sort, Work Address/Phone, Cell Phone, Home Address/Phone. For correction or changes to Social Security Number, Name, or Date of Birth, please use the Change of Record Form and send printed form directly to Payroll Services. <i>Note: The Change of Record Form link above is directed to http://controller.osu.edu/forms/payroll/ChangeRecord.pdf</i>

Position Actions

Request Type	Help Text Description
Fill Existing Position	Ready to advertise/recruit for a position that already exists; position description, job duties, responsibilities and requirements may need to be updated.
Create New Position	Position does not exist; create a new position to fulfill certain duties/responsibilities; position would then be ready to advertise/recruit.

Anything Else

Request Type	Help Text Description
Other	Any HR action that is not described above may be initiated here.