

HR Action Request: Quick Start for Approvers

Sign on

- hraction.osu.edu
- Sign on with Ohio State user name (name.#) and password.

Tips

- Navigate with menu links -- don't use browser Back button.
- Use Send Notification button as an FYI (to someone other than an approver or the initiating supervisor) when needed.
- Monitor your worklist!
- Use Ad-Hoc Approvers when additional approval is needed; however, all ad hoc approvers must approve the request for it to continue.

Warning

- Information included in an HRA request is viewable and subject to disclosure to the employee and others under the Ohio public records statute and the rules of discovery.
- HRA requests are not encrypted-- sensitive information such as Social Security Numbers or medical information should NEVER be included in an HRA request or in attachments.