

Approve an HR Action Request

Overview

After a Supervisor or Initiator submits an HR Action Request, the request contains your unit's approval workflow. Remember that approval workflow can have one or two levels in addition to a final approval step. To view who has already approved a request or who is at your approval level, open the request as described in the steps below and review the Workflow Information section.

As you approve HR Action Requests, keep in mind the following:

- Your unit may have specific approval guidelines to follow. Be sure to check with unit leadership to ensure you are using all the appropriate standards and procedures to evaluate and take action on HR Action Requests.
- Sensitive information – Social Security Numbers, medical information – should NEVER be included in an HR Action Request or in attached forms or documents
- Information included in an HR Action Request is viewable and subject to disclosure under the Ohio public records statute and rules of discovery

Steps

1. Go to **hraction.osu.edu**.
2. Login using your Ohio State Username (lastname.#) and Password.
3. Click Approval Worklist in the header, if necessary.

More Information

Depending on your HR Action Request role, the Approval Worklist may open by default when you access the application.

Page: Approval Worklist

Approval Worklist

Filter Parameters

Supervisor [Lookup](#)
Supervisor Home Dept(s) (e.g. 03000, 02000)

Employee [Lookup](#)
Submitted Date From

Request Number
Submitted By [Lookup](#)

Request Type
Last Approved By [Lookup](#)



Sort Field
Sort Direction

Worklist: 1-20 of 34

Request Number	Request Type	Supervisor	Supervisor Home Dept	Employee	Title	Submitted	Last Approved By
1	Other	100101513 Park, Soojin	03900			04/21/2011 7:55 AM Park, Soojin	
2	Hire	100101513 Park, Soojin	03900	86014601 Black, Linda Michele	Bookbuyer	04/21/2011 8:10 AM Park, Soojin	
5	Change Rate of Pay	100101513 Park, Soojin	03900	06159993 Mandelkorn, Heidi A		04/21/2011 8:26 AM Park, Soojin	
9	Fill Existing Position	100101513 Park, Soojin	03900	06159993 Mandelkorn, Heidi A	Human Resources Generalist	04/21/2011 8:45 AM Park, Soojin	
10	Create New Position	100101513 Park, Soojin	03900		Queen of All	04/21/2011 8:47 AM Park, Soojin	
11	Other	100101513 Park, Soojin	03900	86014601 Black, Linda Michele		04/21/2011 8:49 AM Park, Soojin	
23	Update Job Duties/Responsibilities	100101513 Park, Soojin	03900	86014601 Black, Linda Michele		04/21/2011 12:10 PM Park, Soojin	
24	Fill Existing Position	100113713 Kinter, Bryan Todd	03900		King	04/21/2011 12:26 PM Kinter, Bryan Todd	
25	Terminate	100108039 Jaskot, Michael Christopher	03900	96065598 Bendapudi, Venkat R		04/21/2011 2:36 PM Jaskot, Michael Christopher	
26	Terminate	100108039 Jaskot, Michael Christopher	03900	80021725 Thompson, Wendi Lynnette		04/21/2011 2:38 PM Jaskot, Michael Christopher	
29	Fill Existing Position	100113713 Kinter, Bryan Todd	03900	86014601 Black, Linda Michele	PS Sr. Business Analyst	04/21/2011 3:25 PM Kinter, Bryan Todd	
33	Pay Additional Compensation	100101513 Park, Soojin	03900	86014601 Black, Linda Michele		04/22/2011 10:26 AM Park, Soojin	
37	Change Other Employee Data	100101513 Park, Soojin	03900	86014601 Black, Linda Michele		04/26/2011 7:48 AM Park, Soojin	
47	Change Other Employee Data	100108039 Jaskot, Michael Christopher	03900	03126204 Bhuta, Darshana C.		04/26/2011 9:35 AM Gover, Theodore Randolph	
53	Pay Additional Compensation	100113713 Kinter, Bryan Todd	03900	01107032 Dutton, Stacie A		04/26/2011 1:31 PM Kinter, Bryan Todd	
54	Pay Additional Compensation	100113713 Kinter, Bryan Todd	03900	Dutton, Kevin		04/26/2011 1:35 PM Kinter, Bryan Todd	
65	Change Other Employee Data	100101513 Park, Soojin	03900	86014601 Black, Linda Michele	PS Sr. Business Analyst	05/06/2011 8:53 AM Park, Soojin	
90	Create New Position	100101513 Park, Soojin	03900		test	05/04/2011 2:36 PM Park, Soojin	
110	Change Funding Source	100101513 Park, Soojin	03900	86014601 Black, Linda Michele	PS Sr. Business Analyst	05/05/2011 11:48 AM Park, Soojin	
111	Hire	100115699 Terbot II, John William	03900	98077529 Brown, Ryan Michael	Director of Development	05/05/2011 1:26 PM Terbot II, John William	

4. Review the Approval Worklist.


Any request to which you have been added as an Ad-Hoc Approver will be marked with **Ad-Hoc** in the Request column. Consider prioritizing these requests because another approver has specifically chosen to add you to the request and the request cannot continue in the approval workflow until you have approved it.

Note the number of requests in the Worklist header. If more than 20 requests are on the worklist, scroll to the bottom of the page to navigate the worklist. Click  to move to the next or  to move to the previous page of worklist entries.

5. Filter the Approval Worklist, if desired.

More Information

All the requests that you have the authority to approve are listed by default. If you generally only approve specific requests (e.g., from a particular **Supervisor**, of a particular **Request Type**), filter the worklist to focus on those requests.

- a. Enter filter parameters.
 - b. Update or confirm sort options.
 - c. Click .
6. Click the appropriate **Request Number** link to open the details of the request.

Page: Sample Approve HR Action Request

HR Action - Hire

[Return to Worklist](#)

HRA# 116 Request Status PENDING APPROVAL

[Print \(PDF\)](#) [Print \(HTML\)](#)

Supervisor Contact Information

Supervisor Terbot II, John William (100115699)
Home Department 03900
 Evol, Ecology & Org Biology
Phone
Email test.1000@osu.edu

Hire Detail - Please supply as much information as possible

Is this request for multiple employees?
 Current or Former OSU Employee/Student?
 * **Employee / OSU ID** [Lookup](#)
 * **Name (Last,First)**
 * **Pay Rate** Hourly Annually
Proposed Start Date
Position Number [Lookup](#)
Job Title Director of Development
Employee / OSU ID **Name (Last,First)** [Lookup](#)
Leave/Timesheet Approver [Lookup](#)

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

Additional Information (Work Address, Phone, Average Hours/Week, Candidate's Email Address, etc.)

2000 characters remaining

Chartfield Information

Org	Fund	Account	Project	Program	User Defined	Percent/Amount	Release Time	End Enc Dt	Split Funding
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Lookup	Lookup	Lookup	Lookup	Lookup	Lookup				

Attachments - Please attach a Letter of Offer (if applicable) and other documentation

[+ Add...](#)

Comments

2000 characters remaining

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Terbot II, John William	05/10/2011 8:26 AM	Submitted for Approval
Pending Approval	Olson, Jennifer Rose French, Christopher G Bencic, Daniel Allen Fullard, Clarence David	05/10/2011 8:26 AM	First Approval

Ad-Hoc Approvers

No Pending Ad-Hoc Approvers

Actions

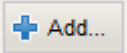
More Information

Click [Return to Worklist](#) in the upper right corner of the page to return to the Approval Worklist with any applied filters intact. Click **Approval Worklist** in the header to return to the default or complete worklist.

7. Review and update the request details, as necessary.

Fields required by the HR Action Request application before a request can be approved are marked with a red asterisk (*). Please note that there are fields required for approval (e.g., **Employee/OSU ID**) that may not be required for submitting a request or for prior approval levels. Do not assume that if sufficient information was entered for the request to be submitted or approved previously that no additional information is necessary.

8. Click the filename links to open attachments, if available.
9. Attach additional forms and documentation, if appropriate.

- a. Click .
- b. Select the appropriate file from your workstation.
- c. Confirm the Uploaded File Info and add a Description, if desired.

If you upload the wrong file, click  and return to Step 7a.

10. Add **Comments**, if appropriate.

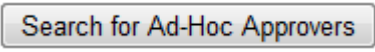
More Information

Comments are saved with the request and are visible to anyone with access to the request including the Supervisor or Initiator who submitted the request, other Approvers, and Service Center users.

11. Add an Ad-Hoc Approver, if appropriate.

Ad-Hoc Approvers HR Action Request users who can be added to any approval level of a request at the discretion of one of the default approvers for the request.

Be aware that once an Ad-Hoc Approver is added, the request will not continue in the approval workflow until that specific Ad-Hoc Approver approves the request.

- a. Click .

Page: Person Lookup

Person Lookup

Need to have something in one of the first three fields to begin search

Employee/OSU ID

Name.# (doe.1)

Last Name

First Name

Home Department

Employee/OSU ID	Name.#	Name	Home Department
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b. Record search criteria.

c. Click .

A user must be specifically defined as an Ad-Hoc Approver to be added to a request's approval workflow. If you cannot find the user you are searching for, confirm your search criteria and search again. If you are still unsuccessful, chances are the user you are searching for is not an Ad-Hoc Approver.

d. Click the appropriate **Employee/OSU ID** link to select the Ad-Hoc Approver and close the Person Lookup box.

e. Return to Step 9a to select another Ad-Hoc Approver, if appropriate.

The HR Action Request users added to a request as an Ad-Hoc Approver will automatically receive an email notification when the request is saved. You do not need to send a notification as described in Step 12.

12. Click to forward information about the HR Action Request via email to interested parties, if appropriate.

Send Email

* **Recipient's Email**
(One email address per line)

Subject Notification: HR Action Request Hire, HRA#508

Email Body

Reply To Email test.1000@osu.edu

Send Email Cancel

- a. Type the **Recipient's Email**.
- b. Update or confirm the **Subject, Email Body, and Reply To Email**.
- c. Click **Send Email**.

Want to print a copy of the request? Click the **Print (PDF)** link in the upper right corner of the page to open a PDF of the request. Click the **Print (HTML)** link to print the request from a browser window.

13. Take action on the request.

- Click **Save Changes** to save the request without approving or denying the request. This will leave the request on the Approval Worklist at the current level.
- Click **Approve** to indicate your approval of the request. The request will continue in the approval workflow. If you approval if the final approval needed, the Request Status will be updated from PENDING APPROVAL to APPROVED.
- Click **Deny** to deny request. The Request Status will be updated form PENDING APPROVAL to DENIED and the appropriate Supervisor will be advised via email that the request was denied.

Finished using the HR Action Request application? Click **Log Out**.
