

Review or Update an Existing HR Action Request

Overview

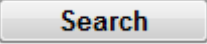
After you have saved an HR Action Request, you can access an existing HR Action Request to:

- Complete and submit a request
- Review the request status of a submitted request
- Edit a submitted request before it is fully approved and restart the approval process
- Update a denied request

Steps

1. Go to **hraction.osu.edu**.
2. Login using your Ohio State Username (lastname.#) and Password.

Page: HR Action Request Home

3. Click  to find an existing HR Action Request.

Page: Search HR Action Request

4. Enter search parameters.

If you only have Supervisor access to HR Access Request, your information will default as the request **Supervisor** and your search results will only include requests you submitted or that were submitted on your behalf. If you have Initiator access, you can specify the **Supervisor** as a search parameter, if desired.

More Information

You can specify any combination of parameter to limit or expand your search results.

Search tips:

- Looking for a specific request? Search by **Request Number**, if you know it.
- Looking for saved requests that have not been submitted? Search for **Request Status = NEW**.
- Want to only review requests from your current unit? Record your current Home Department as the **Supervisor Home Dept(s)**.

5. Confirm or update the **Sort Field** and **Sort Direction**.

More Information

The default is to sort by **Request Number** in ascending number. Consider your search parameters and update sort information to help organize your results.

For example, if you recently updated all your employee's job duties and want to review just those requests, search by **Request Type** for the appropriate **Submitted Date** range and update the **Sort Field** = Employee Name and your search results will be alphabetized by employee last name.

6. Click  .

Page: Sample of Search Results

Search HR Action Request

Search Parameters

Supervisor Terbot II,John William (100115699) Supervisor Home Dept(s) (e.g. 03000, 02000)

Employee Employee ID Name (Last,First) [Lookup](#) Submitted Date From To

Request Number Submitted By Employee ID Name (Last,First) [Lookup](#)

Request Status Choose Service Center Action Choose



Request Type Choose

Sort Field Request Number Sort Direction Ascending

Search Results: 1-20 of 56

Request Number	Request Type	Supervisor	Supervisor Home Dept	Employee	Title	Submitted	Request Status
12	Pay Additional Compensation	100115699 Terbot II,John William	03900				NEW
13	Change Rate of Pay	100115699 Terbot II,John William	03900				NEW
14	Change Rate of Pay	100115699 Terbot II,John William	03900				NEW
21	Update Job Duties/Responsibilities	100115699 Terbot II,John William	03900	86014601 Black,Linda Michele			NEW
30	Create New Position	100115699 Terbot II,John William	03900		Apiarist	04/21/2011 3:34 PM Terbot II,John William	PENDING APPROVAL
31	Hire	100115699 Terbot II,John William	03900	test			NEW
32	Change Rate of Pay	100115699 Terbot II,John William	03900	86014601 Black,Linda Michele			NEW
55	Change Other Employee Data	100115699 Terbot II,John William	03900	200072319 Leshy,Mary Ann		04/26/2011 1:37 PM Terbot II,John William	APPROVED
91	Pay Additional Compensation	100115699 Terbot II,John William	03900	01104945 Chen,Ching-Shih	Professor	05/05/2011 8:23 AM Terbot II,John William	COMPLETE
92	Hire	100115699 Terbot II,John William	51180	Black		05/05/2011 8:54 AM Terbot II,John William	APPROVED
93	Hire	100115699 Terbot II,John William	51181	01107032 Dutton,Stacie A		05/05/2011 8:55 AM Terbot II,John William	DENIED
94	Other	100115699 Terbot II,John William	50350			05/05/2011 9:04 AM Terbot II,John William	APPROVED
95	Other	100115699 Terbot II,John William	50352			05/05/2011 9:05 AM Terbot II,John William	APPROVED
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	PENDING APPROVAL
112	Pay Additional Compensation	100115699 Terbot II,John William	03900	86014601 Black,Linda Michele	PS Sr. Business Analyst	05/05/2011 1:39 PM Terbot II,John William	PENDING APPROVAL
113	Fill Existing Position	100115699 Terbot II,John William	03900	04141651 Miller,Angela Rose	Outreach Programs Manager	05/05/2011 1:50 PM Shaffer,Elizabeth Hamscher	PENDING APPROVAL
116	Hire	100115699 Terbot II,John William	03900	98077529 Brown,Ryan Michael	Director of Development	05/10/2011 8:26 AM Terbot II,John William	PENDING APPROVAL
128	Hire	100115699 Terbot II,John William	03900	77055632 Smith M,John Columbia	Dir of Housing Ed-Upcl/Grd/Fam	05/10/2011 9:21 AM Terbot II,John William	COMPLETE
159	Update Job Duties/Responsibilities	100115699 Terbot II,John William	03900	07173034 Taylor,Lisa Katherine	SROP Coordinator	05/10/2011 9:43 AM Terbot II,John William	COMPLETE
162	Create New Position	100115699 Terbot II,John William	03900		Weinland Park Coordinator	05/10/2011 9:51 AM Pugsley,Elizabeth Pierce	COMPLETE

7. Review search results.

Note the number of results in the Search Results header. If more than 20 requests meet your search parameters, scroll to the bottom of the page to navigate your search results. Click  to move to the next or  to move to the previous page of search results.

More Information

Too many or too few results returned? Return to Step 4 to update your search parameters and resubmit your search.

Want a different sort option for your results? Return Step 5 to update your sort options and resubmit your search.

8. Click the appropriate **Request Number** link to open the details of the request.

9. Review the request details.


If the request has been submitted, a **Workflow Information** section is available that details who approved (or denied) the request and where it is in your unit's approval process.

If the request has been approved and your Service Center has begun working on the request, a **Service Center Activity** section is available that includes who is working on or completed the request and any entries in the **Activity Log**.


10. Update the request, if necessary.

The updates you are able to make to the details of an existing request vary based on the **Request Status**.

Note that you can add attachments, add comments, and send a notification for any request that is not in CANCELED **Request Status**.

- If the **Request Status** = NEW, the request has not been submitted and you can make any update before submitting. See Enter an HR Action Request for more information.
- If the **Request Status** = PENDING APPROVAL, the request has been submitted and the details of the request are not active. Click  to reopen the request details. Please note that you will need to resubmit the request and the approval process will be restarted.
- If the **Request Status** = DENIED, you can make any update and resubmit the request.
- If the **Request Status**=APPROVED, CANCELED, or COMPLETE, you cannot update the request details.

11. Click [Return to Search Page](#) in the upper right corner of the page to return to your search results.

Want to begin a new search? Click .

Finished using the HR Action Request application? Click .
