

Search for an Existing HR Action Request

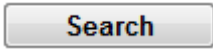
Overview

HR Action Requests in any Request Status are available to be viewed. Your access to the request is determined by your role in the HR Action Request application and the status of the request.

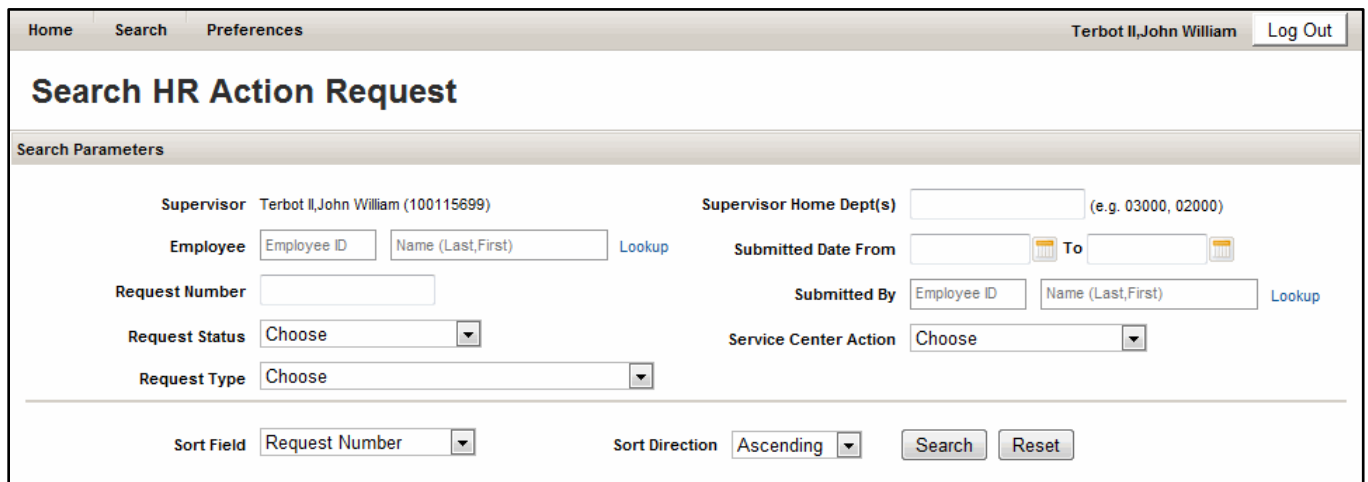
Steps

1. Go to **hraction.osu.edu**.
2. Login using your Ohio State Username (lastname.#) and Password.
3. Click **Search** in the header to find an existing HR Action Request.

More Information

Depending on your HR Action Request security, you may also be able to click  from your HR Action Request home page to open the search page.

Page: Search HR Action Request



The screenshot shows the 'Search HR Action Request' web application interface. At the top, there are navigation links for 'Home', 'Search', and 'Preferences', and a user profile for 'Terbot II, John William' with a 'Log Out' button. The main heading is 'Search HR Action Request'. Below this is a 'Search Parameters' section with various input fields and dropdown menus. The 'Supervisor' field is pre-filled with 'Terbot II, John William (100115699)'. The 'Supervisor Home Dept(s)' field has a placeholder '(e.g. 03000, 02000)'. The 'Employee' section includes 'Employee ID' and 'Name (Last,First)' fields with a 'Lookup' button. The 'Submitted Date From' and 'To' fields have calendar icons. The 'Submitted By' section includes 'Employee ID' and 'Name (Last,First)' fields with a 'Lookup' button. The 'Request Status' and 'Request Type' fields are dropdown menus with 'Choose' as the selected option. The 'Service Center Action' field is a dropdown menu with 'Choose' as the selected option. At the bottom, there are 'Sort Field' and 'Sort Direction' dropdown menus, with 'Request Number' and 'Ascending' selected, and 'Search' and 'Reset' buttons.

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.

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 every employee's job duties in your unit 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  .

Home Search Preferences
Terbot II,John William [Log Out](#)

Search HR Action Request

Search Parameters

Supervisor Supervisor Home Dept(s) (e.g. 03000, 02000)

Employee [Lookup](#)

Request Number

Request Status

Request Type

Submitted Date From To

Submitted By [Lookup](#)



Service Center Action

Sort Field Sort Direction

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-Upc/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.

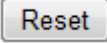
8. Click the appropriate **Request Number** link to open the details of the request.

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. 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 .
