How Do I Submit a Reporting Change Request for My Employee?

Navigation

Follow this procedure if you want to request a reporting change for an employee. This will submit a request to have their "Reports To" supervisor changed.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the reporting change for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Reporting Chg Request**.
6. On the **Request Reporting Change** page, verify the employee you wish to request the change for is listed in the upper left corner.
7. Select or enter the requested **reporting change date**. This date should be the first date of a future pay cycle.
8. In the **Reports To** field, use the look up icon to search for the new Reports To position.
    a. Expand the **Search Criteria** section.
    b. Enter information in one of the search fields.
    c. Select the individual who is the new **Reports To**.
9. Click **Next** in the upper right corner.
10. Enter **comments** regarding the request for the **Reports To** position.
11. Click the **Submit** button.
12. On the confirmation page, you will see your pending request as well as the next approver in the chain.

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