

How Do I Submit an Ad Hoc Salary Change Request for My Employee?

Navigation

Follow this procedure if you wish to request an ad hoc salary change for an employee.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the ad hoc salary change for and click the green **action** button (located next to their name).
4. Click **Compensation**.
5. Click **Submit Ad Hoc Salary Change**.
6. On the **Submit Ad Hoc Salary Change Request** page, verify the employee you wish to request the salary change for is listed.
7. Select or enter the requested **Transaction Date**. This date should be the first day of a future pay period.
8. Use the **Reason** drop down to indicate why you are requesting an ad hoc salary change.
9. Enter either a **Change Percent** or **Change Amount** to update the **New Salary Amount**. After entering the **Change Percent** or **Change Amount**, press [Enter] to see the updated **New Salary Amount**.
10. Click **Next** in the upper right corner.
11. In the **Comments** field, enter comments to support the salary change request.
12. Click the **Submit** button.
13. On the confirmation page, you will see your pending request as well as the next approver in the chain.

