How Do I Submit a Transfer Request for My Employee?

Navigation

Follow this procedure if you wish to transfer an employee to another area. This will submit a request to have the employee transferred.

1. Log into OneUSG Connect.
2. From Manager Self Service, click the My Team tile.
3. Locate the employee you wish to request the transfer for and click the green action button (located next to their name).
4. Click Job and Personal Information.
5. Click Submit Transfer Request.
6. On the Questionnaire page, verify the employee you wish to request the transfer for is listed in the upper left corner.
7. If you are requesting to change the employee’s work location details, select Yes.
8. If you are requesting to change the employee’s supervisor, select Yes.
9. If you are requesting to change the employee’s salary information, select Yes.
10. Click Next in the upper right corner.
11. Enter or select the requested transaction date for the transfer. This date should be the first date of a future pay cycle.
12. Select the Reason in the dropdown. Choose either Inter-Institutional Transfer or Reorganization. Shared Services Center is responsible for the other reasons.
13. Click the look up icon for Position Title.
14. Search for and select the new position number.
15. Click Next in the upper right corner.
16. If changing salary information, update the change percent or change amount. Click Next in the upper right corner.
17. Enter comments supporting your transfer request.
18. Click the Submit button.
19. On the confirmation page, you will see your pending request as well as the next approver in the chain.