How Do I Submit a Promotion Request for My Employee?

Navigation

Follow this procedure if you wish to promote an employee. This will submit a request to have the employee promoted.

1. Log into OneUSG Connect.

2. From **Manager Self Service**, click the **My Team** tile.

3. Locate the employee you wish to request the promotion for and click the green **action** button (located next to their name).

4. Click **Job and Personal Information**.

5. Click **Submit Promotion Request**.

6. On the **Questionnaire** page, verify the employee you wish to request the promotion 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:
    a. Academic Rank
    b. Job Reclassification

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.

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16. If changing salary information, update the change percent or change amount. Click **Next** in the upper right corner.

17. Enter comments supporting your promotion 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.

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