

How Do I Submit a Demotion Request for My Employee?

Navigation

Follow this procedure if you want to request a demotion for an employee. This will submit a request to begin demotion procedures for the employee.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request demotion for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Demotion Request**.
6. On the **Questionnaire** page, verify the employee you wish to request demotion for is listed.
7. In addition to a change in job title:
 - a. If you are requesting a change in work location details, click **Yes**.
 - b. If you are requesting a change in the employee's supervisor, click **Yes**.
 - c. If you are requesting a change in the employee's salary information, click **Yes**.
8. Click **Next** in the upper right corner.
9. Enter or select the requested **transaction date** for the demotion. This date should be the first date of a future pay cycle.
10. Select the **Reason** in the dropdown:
 - a. Involuntary
 - b. Voluntary
11. Click the look up icon for **Position Title**.
12. Search for and select the new position number.



13. If changing salary information, update the change percent or change amount. Click **Next** in the upper right corner.
14. Enter **comments** supporting your demotion request.
15. Click the **Submit** button.
16. On the confirmation page, you will see your pending request as well as the next approver in the chain.

