How Do I Submit a Demotion Request for My Employee?

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.