How Do I Submit a Request to Add a Position and Funding?

Follow this procedure if you want to request to add a new position and funding 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 to add a new position and funding for and click the green action button (located next to their name).
4. Click Position and Funding.
5. Click Submit Request to Add Position and Funding.
6. Enter or select the requested transaction date for the new position. This date should be the first date of a future pay cycle.
7. Click the Job Code look up icon.
   a. Search for and select the applicable Job Code.
8. Update the Official Title if needed.
9. Use the Reg/Temp drop down to indicate Regular or Temporary status.
10. Use the Full/Part Time drop down to indicate full or part time status.
11. Click the Department look up icon.
   a. Search for and select the applicable Department.
12. Update the Location if needed.
13. Click the Reports To look up icon.
   a. Search for and select the applicable supervisor.
14. Verify/update Standard Hours, FTE and Max Head Count.
15. (Optional) If needed, click the Salary Plan look up icon to search for and select the applicable salary plan. This setting is usually unused.
16. (Optional) If needed, click the **Grade** look up icon to search for and select the applicable salary grade. This setting is usually unused.

17. If needed, update the **Pay Group**.

18. If needed, update the **Employee Type**.

19. (Optional) If desired, enter the **Budget Amount** for this position.

20. Use the **Funding Code** look up icon to select the combination code for funding this position. You can add multiple funding codes for this position.

21. Indicate the **percentage** for each funding code.

22. Enter **comments** supporting your new position and funding request.

23. To add supporting documentation, click the **Add Attachment** button.
   a. Click **My Device**.
   b. Locate and select the attachment(s).
   c. Click **Upload**.
   d. Click **Done**.

24. Click the **Submit** button.

25. On the confirmation page, you will see your pending request as well as the next approver in the chain.