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

Navigation

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.
- 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.

