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

Navigation

Follow this procedure if you want to request to change a 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 change 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 Change Position and Funding.
6. Enter or select the requested transaction date for the updated position. This date should be the first date of a future pay cycle.
7. In the Reason field, enter a short reason for the position change.
8. Under Job Information, update any items that are changing by clicking its look up icon and selecting the new value:
   a. Business Unit
   b. Job Code
   c. Official Title
   d. Reg/Temp
   e. Full/Part Time
9. To update department, click the Department look up icon. Search for and select the applicable Department.
10. Update the Location if needed.
11. To update the supervisor, click the Reports To look up icon. Search for and select the applicable supervisor.
12. Verify/update Standard Hours, FTE and Max Head Count.
13. (Optional) If needed, click the **Salary Plan** look up icon to update the salary plan. This setting is usually unused.

14. (Optional) If needed, click the **Grade** look up icon to update the salary grade. This setting is usually unused.

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

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

17. (Optional) If needed, enter the **Budget Amount** for this position.

18. All current incumbents of this position are listed. To update all incumbents to this change position, select **Yes** for **Update Incumbants**. To only update the one employee (if multiple incumbents are listed), select **No** for **Update Incumbants**.

19. Use the **Funding Code** look up icon to update the combination code for funding this position. You can add/update up to three funding codes for this position.

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

21. Enter **comments** supporting this changed position and funding request.

22. 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**.

23. Click the **Submit** button.

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