



## How Do I Submit a Request to Inactivate a Position?

### Navigation

Follow this procedure if you want to request to change inactivate a position.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request to inactivate the position for and click the green **action** button (located next to their name).
4. Click **Position and Funding**.
5. Click **Submit Request to Inactivate Position**.
6. Enter or select the requested **transaction date** for the inactivated position.
7. Click **Next** in the upper right corner.
8. Enter **comments** supporting this inactivated position request.
9. 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**.
10. Click the **Submit** button.
11. On the confirmation page, you will see your pending request as well as the next approver in the chain.