

## How Do I Submit a Transfer Request for My Employee?

### Navigation

Follow this procedure if you wish to transfer an employee to another area. This will submit a request to have the employee transferred.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the transfer for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Transfer Request**.
6. On the **Questionnaire** page, verify the employee you wish to request the transfer for is listed in the upper left corner.
7. If you are requesting to change the employee's **work location** details, select **Yes**.
8. If you are requesting to change the employee's **supervisor**, select **Yes**.
9. If you are requesting to change the employee's **salary** information, select **Yes**.
10. Click **Next** in the upper right corner.
11. Enter or select the requested **transaction date** for the transfer. This date should be the first date of a future pay cycle.
12. Select the **Reason** in the dropdown. Choose either **Inter-Institutional Transfer** or **Reorganization**. Shared Services Center is responsible for the other reasons.
13. Click the look up icon for **Position Title**.
14. Search for and select the new position number.
15. Click **Next** in the upper right corner.



16. If changing salary information, update the **change percent** or **change amount**. Click **Next** in the upper right corner.
17. Enter **comments** supporting your transfer request.
18. Click the **Submit** button.
19. On the confirmation page, you will see your pending request as well as the next approver in the chain.

