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**.
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.