

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 encumbants 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.

