How Do I Submit a Location Change Request for My Employee?

Navigation

Follow this procedure if you wish to request an employee change locations for your institution. If your institution only has one location (i.e., one campus), this feature will not apply.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the location change for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Location Change Request**.
6. On the **Submit Location Change Request** page, verify the employee you wish to request the location change for is listed in the upper left corner.
7. Enter or select the requested **transaction date** for the transfer.
8. Click the **Location look** up icon.
9. Select a location listed for your **SetID**. If your institution only has one location, you will only see the one location and will not need this feature.
10. Click **Next** in the upper right corner.
11. Enter **comments** supporting your location change request.
12. Click the **Submit** button.
13. On the confirmation page, you will see your pending request as well as the next approver in the chain.

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