## SUBMITTING A NEW POSITION REQUEST

1. Once logged into CONNECT, click "Manager Self Service" from the page menu.



2. Click the "HR Forms" tile.



3. Click "New Position Request" from the left panel.

New Position Request	New Position Request
→ Probation Report	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
Separation Request	▼Search Criteria
Accident Report	Search by: Sequence Number
8 Disciplinary Action Request	Search Advanced Search
🐏 Position Change Request	
	Find an Existing Value Add a New Value

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4. Click the "Add a New Value" tab. Click "Add".

Eind an Existing Value	Add a New Value
Sequence Number	0
Add	

5. Complete the fields listed under Important and Justification. Fields with an asterisk are required.

Subject SNYDER, SARA G - DC Washington County - New Position Request

New Position Request

	*Position Title	Judiciary Clerk		Add Attachment
	*Jurisdiction [Location]	DC71A		View Attachment
	Contact Name	SNYDER, SARA G		Delete Attachment
*(	Classification of New Position	JUDICIARY CLERK		
*Has this position	n been requested previously?	No 🗸		
	If yes, in what Fiscal Year(s)			
	*Projected Effective Date	07/01/2021		
	*Department	0471101		
	*Reporting To	001050 Q		
	*Position Type	Regular 🗸		
	*Full/Part Time	Full-Time 🗸		
	FTE	100% ~		
stification: Please organization, etc.	e briefly describe why	his position is needed	(i.e. new program, we	orkload,
Test				

- 6. Click "Add Attachment" to add up to one (1) attachment. Note: A Position Description Questionnaire (PDQ) is required.
- 7. Click "Save" at the bottom of the form, and "Submit" at the top of the form.
- 8. Upon submission, the approval path will show at the bottom of the form.

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For assistance, please contact Classification & Salary Administration at <u>ocsa-hris@mdcourts.gov</u> or (410) 260-1733.