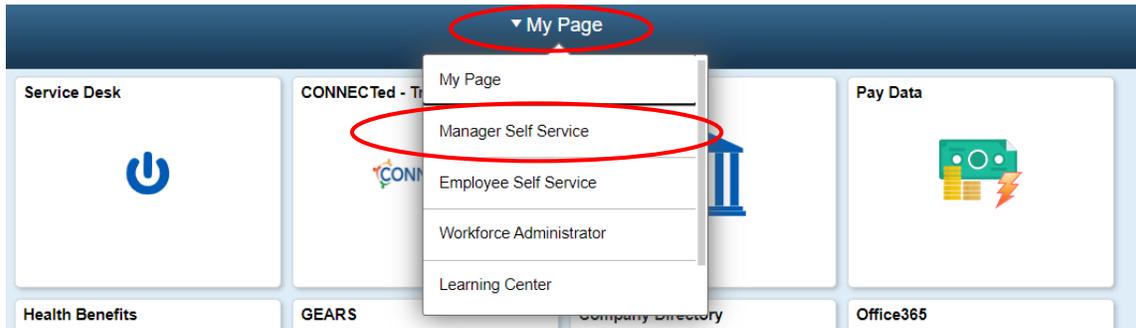
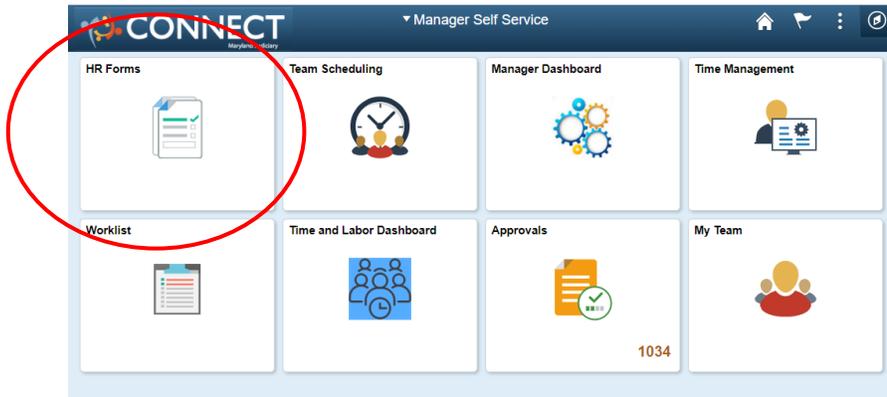


SUBMITTING A NEW POSITION REQUEST

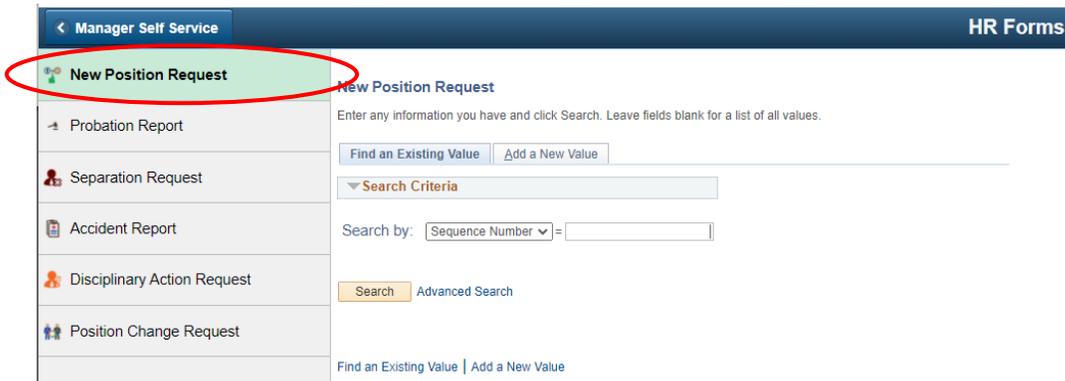
1. Once logged into CONNECT, click “Manager Self Service” from the page menu.



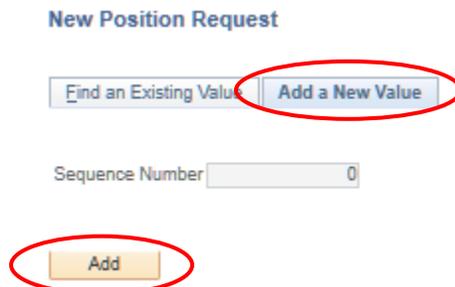
2. Click the “HR Forms” tile.



3. Click “New Position Request” from the left panel.



4. Click the “Add a New Value” tab. Click “Add”.



SUBMITTING A NEW POSITION REQUEST

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

New Position Request

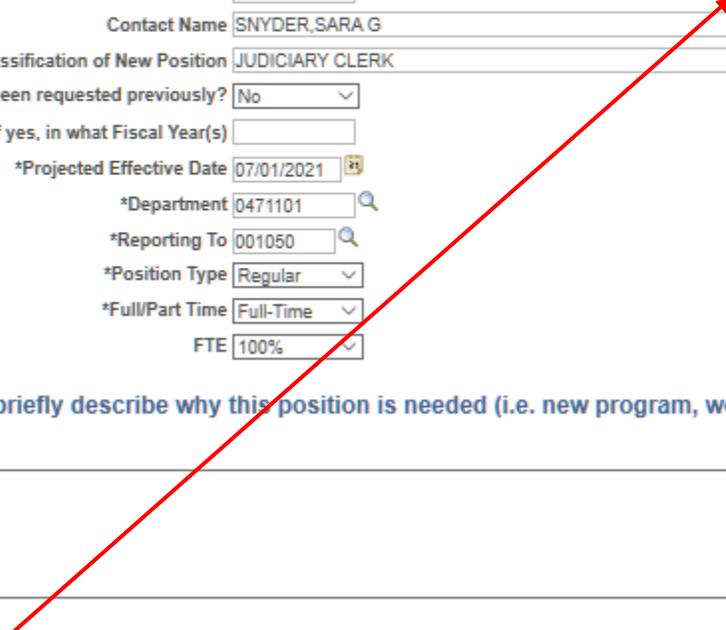
Subject SNYDER,SARA G - DC Washington County - New Position Request
Status Saved

IMPORTANT: A separate form for each position is required

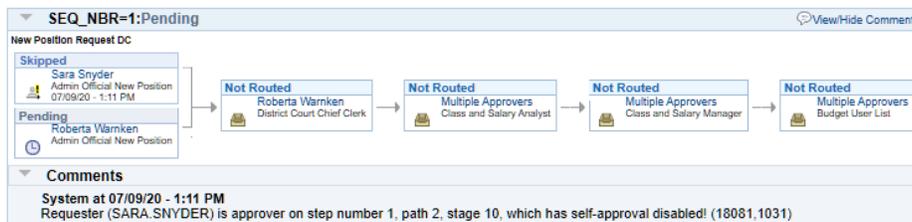
*Position Title Add Attachment
*Jurisdiction [Location] View Attachment
Contact Name Delete Attachment
*Classification of New Position
*Has this position been requested previously?
If yes, in what Fiscal Year(s)
*Projected Effective Date 21
*Department
*Reporting To
*Position Type
*Full/Part Time
FTE

Justification: Please briefly describe why this position is needed (i.e. new program, workload, reorganization, etc.)

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.



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