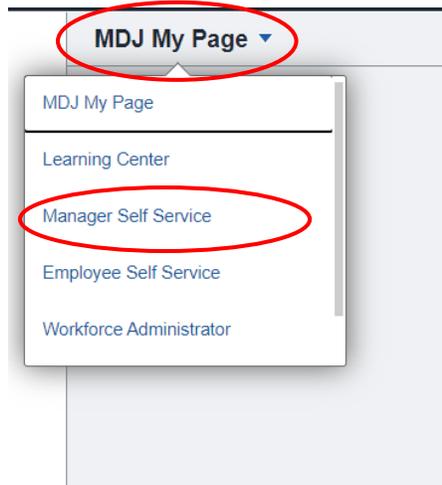
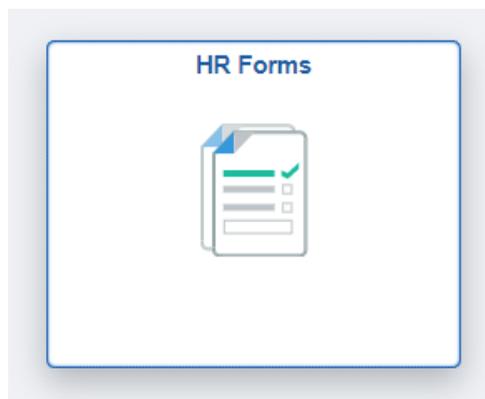


SUBMITTING A NEW POSITION REQUEST

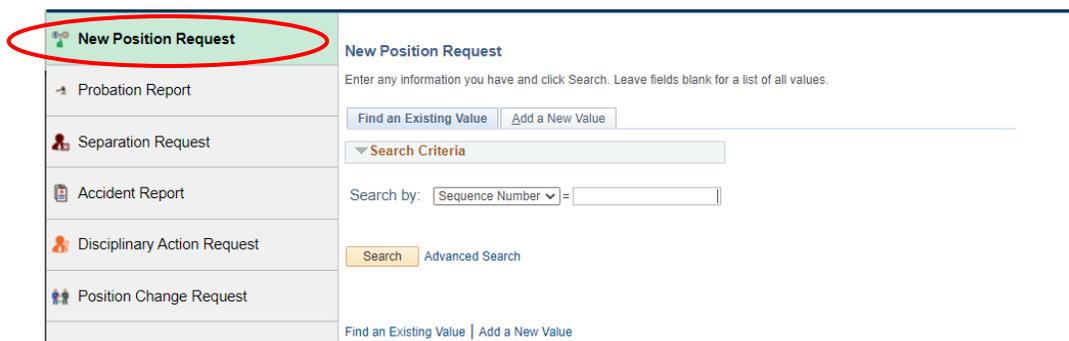
1. Once logged into CONNECT, click “Manager Self Service” from the page menu.



2. Click the “HR Forms” tile.



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



SUBMITTING A NEW POSITION REQUEST

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

New Position Request

Sequence Number

- 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

*Jurisdiction [Location]

Contact Name

*Classification of New Position

*Has this position been requested previously?

If yes, in what Fiscal Year(s)

*Projected Effective Date

*Department

*Reporting To

*Position Type

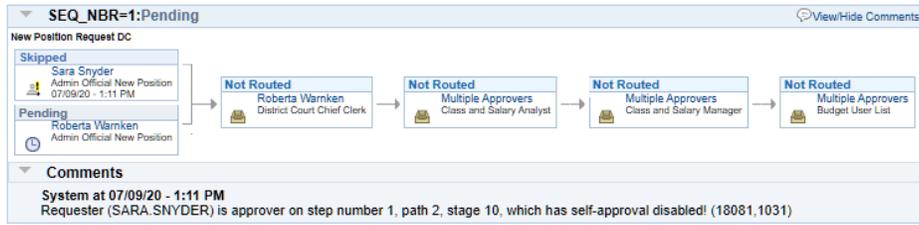
*Full/Part Time

FTE

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

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

SUBMITTING A NEW POSITION REQUEST



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