

How Do I View My Absence Balances?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time** tile.
4. On the **Time** page, click the **Absence Balances** link.

Select a Job (For Employees with Multiple Positions)

5. On the **Balances** page, validate the job name displayed in the **Select a Job** field; if the correct job is not displayed, click in the **Select a Job** field and select another item in the listing.

View the Balances by Type

6. On the **Balances** page, review the listing of balances for various types of absences.
7. Review the **As of Date** associated with the information and determine whether any additional hours have been earned, but are not reflected in the displayed leave balances.

Complete the Task/Sign Out of Application

8. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



9. Click the **Sign Out** option in the listing.