How Do I View My Submitted Absence Requests?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. On the Time page, click the Absence Request History link.
4. By default, the Absence Request History page displays the last few months.
   a. Update the dates by entering or using the Calendar icon to select new From and Through dates. Then click Refresh.
   b. To retrieve your entire Absence Request History in OneUSG Connect, clear the From and Through date fields and click Refresh.
5. The Absence Request History page lists the absences you have submitted and their statuses.
6. To see the detail of a particular absence, click the link in the Absence Name column.
   a. Review the information.
   b. Click the Return to Absence Request History link.