

How Do I View Submitted Absence Requests?

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 **View Requests** link.

View Details of an Absence Request

5. On **View Requests** page, click the desired absence request.
6. Review the **Details** page information.
7. Click the **View Requests** button on the left side of the **NavBar** to return to the **View Requests** page.

View Leave Balances Using the View Requests Component

8. On the **View Requests** page, click the most recent absence request.
9. Click **View Balances**, displayed at the bottom of the **Request Absence** page.
10. Review the balance information.
11. Click the **Close (X)** icon at the top left of the **Balances** page.

Complete the Task/Sign Out of Application

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



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