

How Do I View an Employee's Absence Request History?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. On the **Team Time** page, click **View Requests** in the menu listing.

Select a Team to View (For Managers with Multiple Teams)

5. The **View Requests** page displays team information related to your "default" manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your "default" manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

Select an As of Date (Optional)

6. On the **View Requests** page, click the **Expand** icon associated with the **Search Options** section.
7. Click the **Choose a date (Calendar)** icon and select an **As of Date** for the selection of assigned team members.
8. Click the **Search** button to update the display of assigned team members.

Select an Employee to Review

9. On the **View Requests** page, click the name of an employee in the listing.

Select Absence Transactions to Review

10. By default, the **View Request** page displays a listing of all pending transactions for the selected team member. To customize the employee's



- listing of absence request history, click the **Filter** icon displayed in the header of the **View Requests** page.
11. Click the **Choose a date (Calendar)** icon and select the **Begin Date** for the search.
 12. Click the **Choose a date (Calendar)** icon and select the **End Date** for the search.
 13. If desired, click the **Absence Type** field and select a value from the listing.
 14. If desired, click the **Status** field and select a value from the listing.
 15. Click the **Done** button to execute the search; click the **Cancel** button to abort the search process; click the **Reset** button to clear your entries and start over.

Review the Employee's Absence Request History

16. Review the status, absence type, date and duration for absence requests displayed in the listing.

Review the Details of an Absence Request

17. Click the **Absence Name** link associated with a request in the search results listing displayed on the **View Requests** page.
18. On the **Details** page, review the request and balance information.
19. Click the < **View Requests** button at the top left of the **NavBar** to return to the search result listing.

Complete the Task/Sign Out of Application

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



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

