

How Do I Submit an Absence\Leave Request?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Request Absence** link.
4. On the **Request Absence** page, click the **Absence Name** field and select absence reason.
5. Enter or select the **Start Date** of the absence.
6. Enter or select the **End Date** of the absence, if more than one day is being requested.
7. Validate/enter the number of hours for the absence in the **Duration** field.
8. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.
9. To save the request without submitting it, click the **Save for Later** button.
10. When finished entering all information for the absence, click the **Submit** button.
11. The system displays an informational message, asking you to confirm the submittal request. Click the **Yes** button.
12. After completing the submittal process, the leave request is redisplayed in read-only mode. The **Request Status** is set to **Submitted**.

