

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.

