

How Do I Submit a Request to Adjust Leave Balances for an Employee?

Navigation

Follow this procedure if you have an employee who had leave processed, but the leave was not actually taken. This will submit a request to have their appropriate leave balance adjusted.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the leave balance adjustment for and click the green **action** button (located next to their name).
4. Click **Time Management**.
5. Click **Submit Request to Adjust Leave Balances**.
6. On the **Request Adjust Leave Balance** page, verify the employee you wish to request the adjustment for is listed in the top left corner.
7. Select or enter the requested **transaction date**.
8. Indicate the reason for the balance adjustment in the **Reason** field.
9. Enter what the new balance should be for the appropriate type of leave.
Note that current balances are listed on the right side of the page.
10. Click **Next** in the upper right corner.
11. Enter comments regarding the balance adjustment request.
12. If needed, you can attach supporting documentation:
 - a. Click **Add Attachment**.
 - b. Click **My Device**.
 - c. Locate and select the attachment.
 - d. Click **Upload**.
 - e. Click **Done**.
13. Click the **Submit** button.



14. On the confirmation page, review the approval chain for your request.

