## 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.
- 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.

