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

Navigation

1. Log into OneUSG Connect.

2. From **Manager Self Service**, click the **Team Time** tile.

3. Select **Absence Request History**.

4. If needed, enter or use the **Calendar** icon to select a different **As Of Date** and then click the **Refresh Employees** button.

5. To see a particular employee's Absence Request History, click his/her **Select** box.

6. Note the dates listed. If needed, enter or use the **Calendar** icon to select new **From** and **Through** dates. Click the **Refresh** button.

7. To see the details of a particular absence, select its **Absence Name** link.

    a. This page will show details including when the request was submitted.

    b. Click the **Return to Absence Request History** link.

8. Click the **Return to Direct Reports** link to view another employee's absence request history.

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