

## How Do I View Forecasted Leave Balances?

### Navigation

Employees can forecast what a leave balance will be without submitting an absence request.

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Absence Balances** link. Available balances will display.
4. Click on **Forecast Balance** at the bottom of the page.

Balances	
<b>Educational Leave Balance</b> As Of 06/30/2018	8.00 Hours
<b>Deferred Holiday Balance</b> As Of 06/30/2018	0.00 Hours
<b>Comp Time Balance</b> As Of 06/30/2018	79.06 Hours
<b>Unsched Hol Balance</b> As Of 06/30/2018	0.00 Hours
<b>Vacation Balance</b> As Of 06/30/2018	206.11 Hours
<b>Sick Balance</b> As Of 06/30/2018	74.00 Hours

\*\*Disclaimer The current balance does not reflect absences that have not been processed.

[▶ Forecast Balance](#)


5. Enter an **As of Date**
  - a. Note: Please use only the first day of the month for the "As of Date."
6. Select **Absence Name** from the drop down. The current balance will display.
7. Click **Forecast Balance**.



<b>Vacation Balance</b> As Of 06/30/2018	206.11 Hours
<b>Sick Balance</b> As Of 06/30/2018	74.00 Hours

\*\*Disclaimer The current balance does not reflect absences that have not been processed.

▼ **Forecast Balance**

As of Date  

Filter by Type  ▼

\*Absence Name  ▼ Current Balance 206.11 Hours\*\*

**\*\*Please only use the first day of the month for Forecasting.**

- The forecast details, as of the calendar containing the **As of Date** requested, will display.

<b>Forecast Details</b> <span style="float: right; border: 1px dashed gray; padding: 2px;">×</span>	
Vacation Granted	90.00
Vacation Taken	0.00
Vacation Balance	236.11

