

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

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. On the **Team Time** page, click **View Requests** in the menu listing.

#### Select a Team to View (For Managers with Multiple Teams)

5. The **View Requests** page displays team information related to your "default" manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your "default" manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

#### Select an As of Date (Optional)

6. On the **View Requests** page, click the **Expand** icon associated with the **Search Options** section.
7. Click the **Choose a date (Calendar)** icon and select an **As of Date** for the selection of assigned team members.
8. Click the **Search** button to update the display of assigned team members.

#### Select an Employee to Review

9. On the **View Requests** page, click the name of an employee in the listing.

#### Select Absence Transactions to Review

10. By default, the **View Request** page displays a listing of all pending transactions for the selected team member. To customize the employee's



- listing of absence request history, click the **Filter** icon displayed in the header of the **View Requests** page.
11. Click the **Choose a date (Calendar)** icon and select the **Begin Date** for the search.
  12. Click the **Choose a date (Calendar)** icon and select the **End Date** for the search.
  13. If desired, click the **Absence Type** field and select a value from the listing.
  14. If desired, click the **Status** field and select a value from the listing.
  15. Click the **Done** button to execute the search; click the **Cancel** button to abort the search process; click the **Reset** button to clear your entries and start over.

#### Review the Employee's Absence Request History

16. Review the status, absence type, date and duration for absence requests displayed in the listing.

#### Review the Details of an Absence Request

17. Click the **Absence Name** link associated with a request in the search results listing displayed on the **View Requests** page.
18. On the **Details** page, review the request and balance information.
19. Click the < **View Requests** button at the top left of the **NavBar** to return to the search result listing.

#### Complete the Task/Sign Out of Application

20. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



21. Click the **Sign Out** option in the listing.