How Do I View My Regular Absence Request History?

Navigation

1. Log into OneUSG HCM.

2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.

3. On the **Employee Self Service** page, click the **Time** tile.

4. On the **Time** page, click the **View Requests** link.

View Details of an Absence Request

5. On **View Requests** page, click the desired absence request.

6. Review the **Details** page information.

7. Click the **< View Requests** button on the left side of the **NavBar** to return to the **View Requests** page.

View Leave Balances Using the View Requests Component

8. On the **View Requests** page, click the most recent absence request.

9. Review the **Balance Information** displayed at the bottom of the **Details** page.

10. Click the **< View Requests** button displayed at the top left of the **Details** page.

Complete the Task/Sign Out of Application

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

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

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