How Do I Request an Absence (Leave)?

Navigation

1. Log into OneUSG Connect.

2. From the **Employee Self Service** page, click the Time and Absence tile.

3. On the **Time** page, click the **Request Absence** link.

Select a Job (Only For Employees with Multiple Positions)

4. On the **Balances** page, validate the job name displayed in the **Select a Job** field; if the correct job is not displayed, click in the **Select a Job** field and select another item in the listing.

Enter an Absence Request

5. On the **Request Absence** page, click the **Absence Name** field and select absence reason.

6. Enter or select the **Start Date** of the absence.

7. Enter or select the **End Date** of the absence, if more than one day is being requested.

8. Validate/enter the number of hours for the absence in the **Duration** field.

9. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.

Save the Request Without Submitting It (Optional)

10. To save the request without submitting it, click the **Save for Later** button.

Submit the Request

11. When finished entering all information for the absence, click the **Submit** button.

12. The system displays an informational message, asking you to confirm the submittal request. Click the **Yes** button.

13. After completing the submittal process, the leave request is redisplayed in read-only mode. The **Request Status** is set to **Submitted.**

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Complete the Task/Sign Out of Application

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

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

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