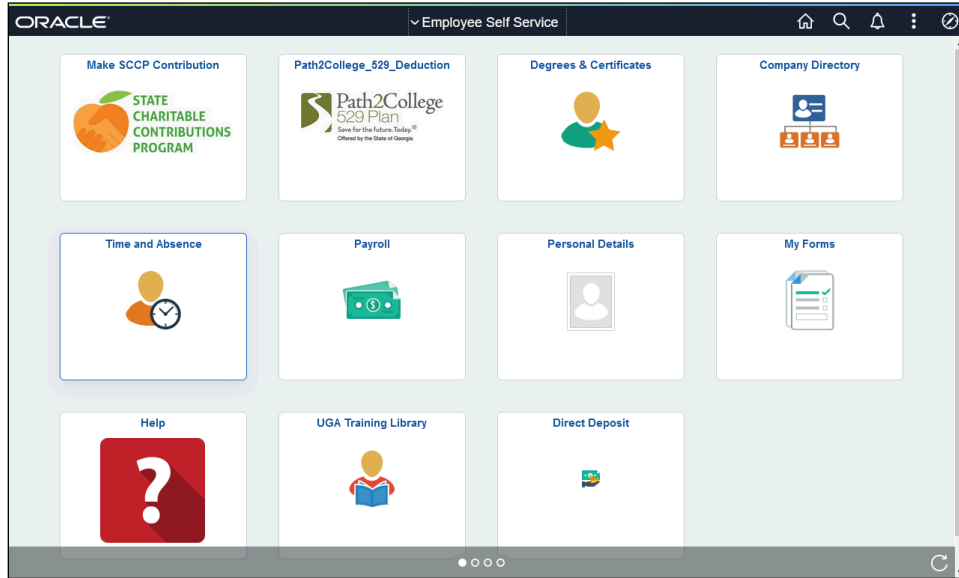









Viewing Your Absence Request History





Step	Action
1.	<p>From Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> <p>Time and Absence</p>  An icon for the 'Time and Absence' tile, showing a stylized person in orange and yellow with a clock face overlaid on their chest.
2.	<p>The Time Page is displayed.</p> <p>Click the View Absence Requests tile.</p> <p>View Absence Requests</p>  An icon for the 'View Absence Requests' tile, showing a dark blue briefcase and a calendar.



Step	Action
3.	<p>The View Request page is displayed with a view of both 90-day historical and 90-day future leave requests.</p> <p>To view an expanded history of your leave requests, click the Filter button.</p> 
4.	<p>The Filters dialog box is displayed.</p> <p>Enter the appropriate information in the filter fields.</p>
5.	<p>Click the Done button.</p> 
6.	<p>The selected range of absence requests is displayed.</p> <p>Select the appropriate absence request to view.</p> <p>View Requests</p> 
7.	<p>The selected absence details are displayed.</p>
8.	<p>You have completed the steps to view your submitted absence request(s) in OneUSG Connect.</p> <p>End of Procedure.</p>