Job Aide – How to View an Employee’s Absence Request History

1. Log into the OneUSG Connect application
   a. From “Manager Self Service”
   b. Click on the “Team Time” tile
   c. Select “Absence Request History”
      i. If needed, use the Calendar icon to select a different “As Of Date”
      ii. Then click on the “Refresh Employees” button
   d. To review an employee’s Absence Request History, click on their “Select” box
      i. Note the dates listed. You may use the Calendar icons to select new From and Through dates.
      ii. Then click on the “Refresh” button
   e. To review the details of a particular absence
      i. Click on the Absence Name
      ii. This will display details including
         1. Submission Date
         2. Approval Information
   f. Click on “Return to Absence Request History” link to close
   g. Click the “Return to Direct Reports” button to select a new employee
   h. Click the “Home” button to return to Self Service