Viewing Your Leave Balance

Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the **Time and Absence** tile. **Time and Absence**
2.	The Time page is displayed. Click the **Absence Balances** tile. **Absence Balances**
3.	The Balances page is displayed with the following leave balances as of the specified date: - Deferred Holiday Balance - Comp Time Balance - Unsched Hol Balance - Vacation Balance - Sick Balance
4.	To view potential future leave, click the **Forecast Balance** menu. ▶ **Forecast Balance**
5.	The Forecast Balance options are displayed. Enter the appropriate information in the **As of Date** field or select the calendar icon. **Note:** The as of Date is used to calculate the time normally accrued by that date. **As of Date**
6.	To limit results by leave, click the **Filter by Type** drop-down list. **Filter by Type**

Step	Action
7.	A list of leave types is displayed. Select the appropriate type of leave to forecast. Vacation
8.	The Absence Name is required. To select the Absence Name, click the ***Absence Name** drop-down list. *Absence Name

Step	Action
9.	Select the appropriate option from the displayed list. Vacation

Step	Action
10.	The Absence Name is displayed with the Current Balance for the selected Absence Type. Click the **Forecast Balance** button.
11.	The Forecast Details pop-up is displayed.
12.	You have completed the steps to view your leave balances in OneUSG Connect. **End of Procedure.**