



Viewing Your Employee's Leave Balances

Step	Action
1.	<p>From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the Team Time tile.</p> <p>Team Time</p> 
2.	<p>The Team Time page is displayed.</p> <p>Click the Absence Balances link.</p> <p> Absence Balances</p>
3.	<p>The Absence Balances page is displayed along with all your accessible employees.</p> <p>Select the appropriate employee Name / Title / ID - Record link.</p>
4.	<p>The Absence Balances page for the selected employee is displayed with their leave balances.</p> <p>Press [Enter] to continue.</p>
5.	<p>You have successfully completed the steps to view your employee's leave balances in OneUSG Connect as a supervisor.</p> <p>End of Procedure.</p>