Viewing an Employee's Absence Request History
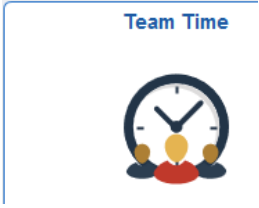
Step	Action
1.	From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the **Team Time** tile. Team Time
2.	The Team Time page is displayed. Click the **View Absence Requests** link. View Absence Requests
3.	A list of your employees is displayed. Select the appropriate employee.
4.	The View Request page is displayed with a view of both 90-day historical and 90-day future leave requests. To view an expanded history of the selected employee's leave requests, click the **Filter** button.
5.	The Filters dialog box is displayed. Enter the appropriate information in the filter fields.
6.	Click the **Done** button. Done
7.	The selected range of the employee's absence requests is displayed. If necessary, scroll down to view additional information.
8.	You have completed the steps to view an employee's absence request history in OneUSG Connect. **End of Procedure.**