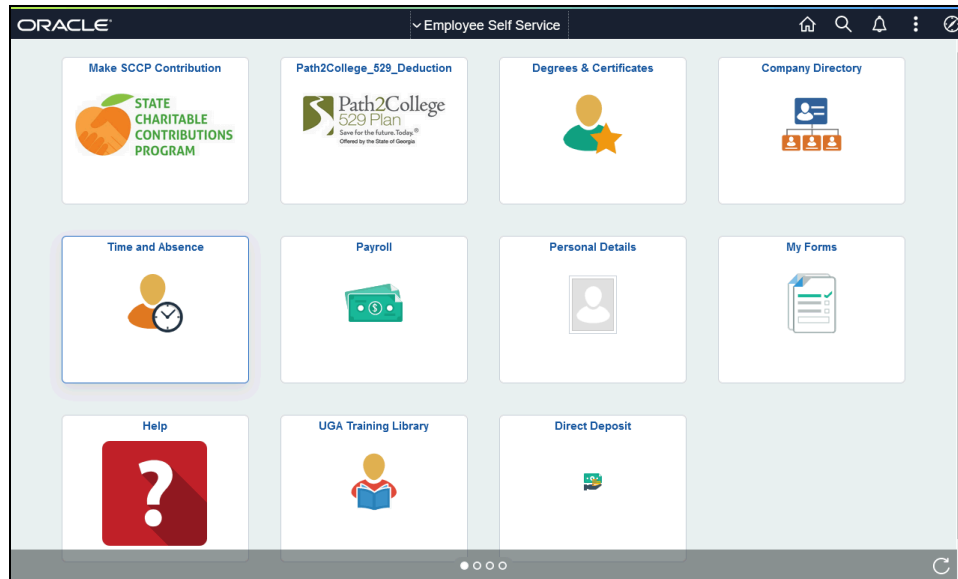







Viewing Your Absence Request History



Step	Action
1.	<p>From Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> <div data-bbox="365 1108 711 1344" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; color: blue;">Time and Absence</p>  </div>
2.	<p>The Time Page is displayed.</p> <p>Click the View Absence Requests tile.</p> <div data-bbox="365 1480 711 1707" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; color: blue;">View Absence Requests</p>  </div>

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>