How Do I View My Extended Absence History?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. Select Extended Absence History from the menu listing.
4. The default date range for Extended Absence History is the last three months. To enter a specific date range, enter or use the Calendar icon to select the From and Through Dates.
5. Click the Refresh button.
6. To retrieve a complete history of extended absences, clear the values from the From and Through fields and click the Refresh button.
7. To see the details of an extended absence, click the Absence Name link.
   a. Click the Return to Extended Absence Request history link to return to the previous page.