

## 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.

