How Do I Request a Regular Leave Balance Adjustment?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Forms** tile.

Enter a New Request

4. Select the **Add a New Form** tab.
5. Click the **Look Up** icon associated with the **Form** field and select **LV_BAL_ADJ** from the listing.
6. Click the **Add** button.

Enter an Adjustment Request

7. On the **OneUSG Leave Balance Adjust** page, populate the **Subject** field with a brief description, such as “Vacation Day Not Taken – 10/1/2016.”
8. Skip the **Priority** field; no update is needed.
9. Enter the current pay period end date in the **Due Date** field.
10. Click the Look **Up** icon associated with the **Employee ID** field and select your name from the listing.
11. Click the **Look Up** icon associated with the **Company** field and select your institution from the listing.
12. Click the **Choose a date (Calendar)** icon associated with the **As Of Date** field and select the **Original Leave Date** from the calendar.
13. For adjustments to increase the leave balance, enter a positive number in the appropriate field; for adjustments to decrease the leave balance, enter a negative number in the appropriate field:
    a. **Annual Bal Adj** = Vacation Leave Balance Adjustment

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   b. **Sick Bal Adj** = Bereavement or Sick Leave Balance Adjustment
   c. **Other Adjustment** = Jury Duty, Blood Donations, Educational Support, FMLA Intermittent, Floating Holiday or Voting Balance Adjustment
14. Populate the **More Information** field with additional comments or background information, to explain the circumstances leading to the adjustment request, etc.
15. Click the **Save** button.

Attach Documentation (Optional)

16. Click the **Attachments** tab on the **OneUSG Leave Balance Adjust** page.
17. In the **Upload your attachments** section, populate the **Description** field, indicating what the attachment is.
18. Click the **Attach** button.
19. On the **Attach File** page, enter the file name or use the page options to browse and select the desired field from the directory listing.
20. Click the **OK** button.
21. Click the **Form** tab and click the **Save** button.

Submit the Form

22. On the **Form** tab, click the **Submit** button.
23. Review the **Workflow** path and click **OK**.

Complete the Task/Sign Out of Application

24. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.
25. Click the **Sign Out** option in the listing.