

## How Do I Search for an Employee's Leave Balance?

### Navigation

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

#### Select a Team (For Managers with Multiple Teams)

4. The **My Team** page displays team information related to your "default" manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your "default" manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

#### View Leave Information

5. Click the **Leave Balances** tab on the **My Team** page.
6. The **Leave Balances** tab displays information about the "most common" types of leave:
  - a. Sick
  - b. Vacation
  - c. Floating Holiday
  - d. Compensatory ("Comp") Time
7. Review the leave balances for each type of leave.

#### View More Leave Information

8. To view more information about leave accruals, click the **View Details** link displayed on the right side of the team members' leave balance information.



9. Click the **Close (X)** icon at the top left of the **View Details** page to return to the **My Team** page.

#### **Complete the Task/Sign Out of Application**

10. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



11. Click the **Sign Out** option in the listing.

