How Do I View an Employee’s Absence Request History?

Navigation

1. Log into OneUSG Connect.
2. From Manager Self Service, click the Team Time tile.
3. Select Absence Request History.
4. If needed, enter or use the Calendar icon to select a different As Of Date and then click the Refresh Employees button.
5. To see a particular employee’s Absence Request History, click his/her Select box.
6. Note the dates listed. If needed, enter or use the Calendar icon to select new From and Through dates. Click the Refresh button.
7. To see the details of a particular absence, select its Absence Name link.
   a. This page will show details including when the request was submitted.
   b. Click the Return to Absence Request History link.
8. Click the Return to Direct Reports link to view another employee’s absence request history.