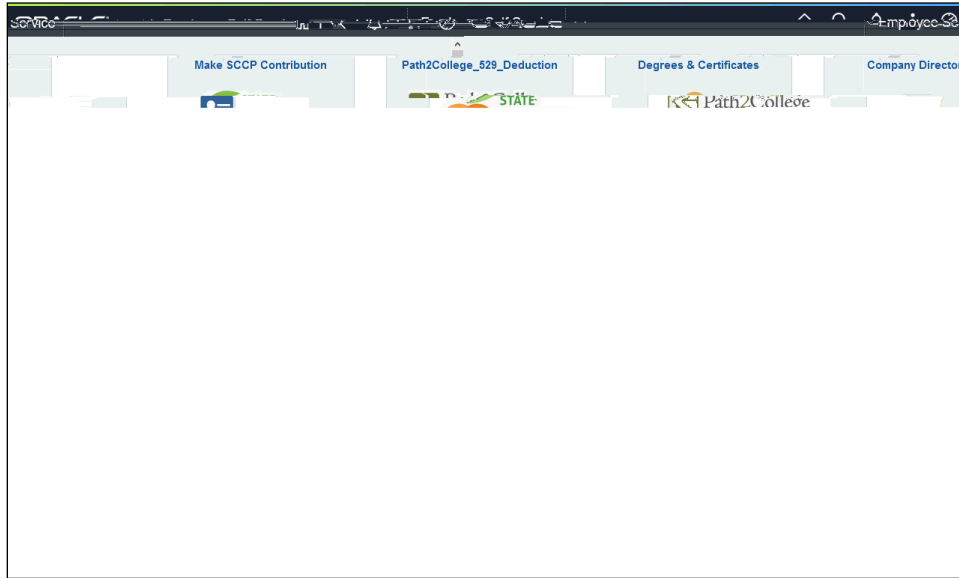
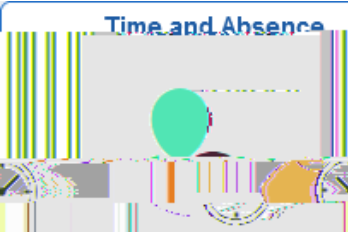
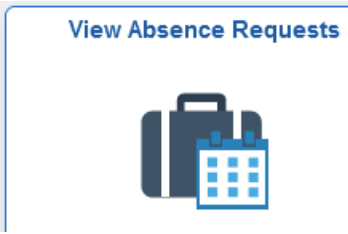






Viewing Your Absence Request History



<p>1.</p>	<p>From Employee Self Service homepage in OneUSG Connect, click the tile.</p> 
<p>2.</p>	<p>The Time Page is displayed.</p> <p>Click the tile.</p> 

3.	<p>The View Request page is displayed with a view of both 90-day historical and 90-day future leave requests.</p> <p>To view an expanded history of your leave requests, click the  button.</p>
4.	<p>The Filters dialog box is displayed.</p> <p>Enter the appropriate information in the filter fields.</p>
5.	<p>Click the  button.</p>
6.	<p>The selected range of absence requests is displayed.</p> <p>Select the appropriate absence request to view.</p> <p><u>View Requests</u></p> <p></p>
7.	<p>The selected absence details are displayed.</p>
8.	<p>You have completed the steps to view your submitted absence request(s) in OneUSG Connect.</p> <p></p>