

## Viewing Your Absence Request History

Step	Action
1.	From Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> tile. 
2.	The Time Page is displayed. Click the <b>View Absence Requests</b> tile. 
3.	The View Request page is displayed with a view of both 90-day historical and 90-day future leave requests. To view an expanded history of your leave requests, click the <b>Filter</b> button. 
4.	The Filters dialog box is displayed. Enter the appropriate information in the filter fields.
5.	Click the <b>Done</b> button. 
6.	The selected range of absence requests is displayed. Select the appropriate absence request to view. <b>View Requests</b> 
7.	The selected absence details are displayed.



Step	Action
8.	You have completed the steps to view your submitted absence request(s) in OneUSG Connect. <b>End of Procedure.</b>