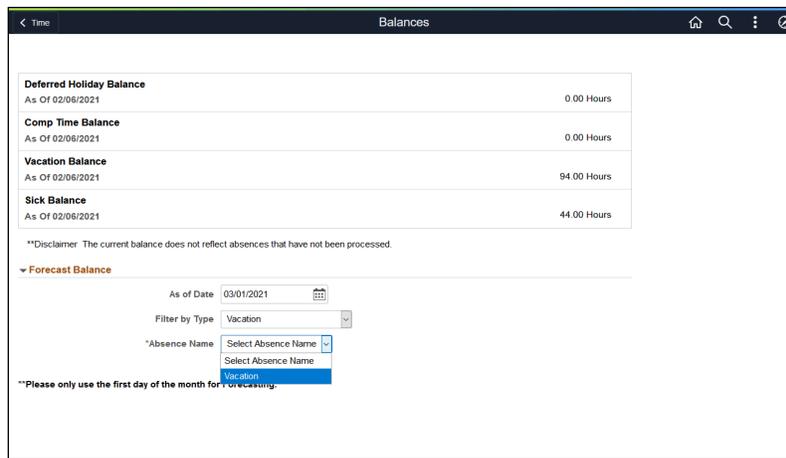


## Viewing Your Leave Balance

Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> tile. 
2.	The Time page is displayed. Click the <b>Absence Balances</b> tile. 
3.	The Balances page is displayed with the following leave balances as of the specified date: <ul style="list-style-type: none"> <li>- Deferred Holiday Balance</li> <li>- Comp Time Balance</li> <li>- Unsched Hol Balance</li> <li>- Vacation Balance</li> <li>- Sick Balance</li> </ul>
4.	To view potential future leave, click the <b>Forecast Balance</b> menu. 
5.	The Forecast Balance options are displayed. Enter the appropriate information in the <b>As of Date</b> field or select the calendar icon. <b>Note:</b> The as of Date is used to calculate the time normally accrued by that date. 
6.	To limit results by leave, click the <b>Filter by Type</b> drop-down list. 

Step	Action
7.	<p>A list of leave types is displayed.</p> <p>Select the appropriate type of leave to forecast.</p> <p><b>Vacation</b></p>
8.	<p>The Absence Name is required.</p> <p>To select the Absence Name, click the <b>*Absence Name</b> drop-down list.</p> <p><b>*Absence Name</b></p>



The screenshot shows the 'Balances' page with the following data:

Balance Type	As Of Date	Balance
Deferred Holiday Balance	02/06/2021	0.00 Hours
Comp Time Balance	02/06/2021	0.00 Hours
Vacation Balance	02/06/2021	94.00 Hours
Sick Balance	02/06/2021	44.00 Hours

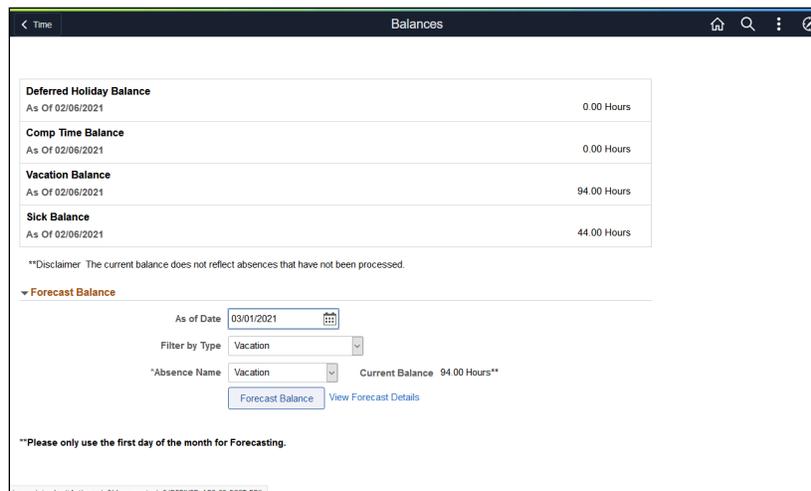
Forecast Balance section:

- As of Date: 03/01/2021
- Filter by Type: Vacation
- \*Absence Name: Select Absence Name (dropdown menu)

\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

\*\*Please only use the first day of the month for Forecasting.

Step	Action
9.	<p>Select the appropriate option from the displayed list.</p> <p><b>Vacation</b></p>



The screenshot shows the 'Balances' page with the forecast balance selected as 'Vacation':

Balance Type	As Of Date	Balance
Deferred Holiday Balance	02/06/2021	0.00 Hours
Comp Time Balance	02/06/2021	0.00 Hours
Vacation Balance	02/06/2021	94.00 Hours
Sick Balance	02/06/2021	44.00 Hours

Forecast Balance section:

- As of Date: 03/01/2021
- Filter by Type: Vacation
- \*Absence Name: Vacation (selected)
- Current Balance: 94.00 Hours\*\*

Buttons: Forecast Balance, View Forecast Details

\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

\*\*Please only use the first day of the month for Forecasting.



Step	Action
10.	The Absence Name is displayed with the Current Balance for the selected Absence Type.  Click the <b>Forecast Balance</b> button.
11.	The Forecast Details pop-up is displayed.
12.	You have completed the steps to view your leave balances in OneUSG Connect. <b>End of Procedure.</b>