

How Do I View My Absence Balances?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Absence Balances** link.
4. All of your absence balances are listed on this page. Note the "**As Of Date**." Absence balances do not reflect absences that have not been processed.
5. **NOTE:** Your absence balances will be "0" until after the first pay period closes for institutions just implementing OneUSG Connect.

