**How Do I View My Absence Balances?**

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| 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.