**How Do I View My Submitted Absence Requests?**

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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 Request History** link.
4. By default, the **Absence** **Request** **History** page displays the last few months.
   1. Update the dates by entering or using the **Calendar** icon to select new **From** and **Through** dates. Then click **Refresh**.
   2. To retrieve your entire **Absence** **Request** **History** in OneUSG Connect, clear the **From** and **Through** date fields and click **Refresh**.
5. The **Absence** **Request** **History** page lists the absences you have submitted and their statuses.
6. To see the detail of a particular absence, click the link in the **Absence** **Name** column.
   1. Review the information.
   2. Click the **Return** **to** **Absence** **Request** **History** link.