**How Do I View an Employee’s Leave Balance?**

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| Navigation |

1. Log into OneUSG Connect.
2. From **Manager** **Self** **Service**, click the **My Team** tile.
3. Select the **Leave** **Balances** tab at the top of the page.
4. Review the balances for each of your employees.
5. If an employee has additional leave balances, click their **View** **More** **Balances** link.