**How Do I View an Employee’s Absence Request History?**

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| Navigation |

1. Log into OneUSG Connect.
2. From **Manager** **Self** **Service**, click the **Team Time** tile.
3. Select **Absence** **Request** **History**.
4. If needed, enter or use the **Calendar** icon to select a different **As** **Of** **Date** and then click the **Refresh** **Employees** button.
5. To see a particular employee’s Absence Request History, click his/her **Select** box.
6. Note the dates listed. If needed, enter or use the **Calendar** icon to select new **From** and **Through** dates. Click the **Refresh** button.
7. To see the details of a particular absence, select its **Absence** **Name** link.
	1. This page will show details including when the request was submitted.
	2. Click the **Return** **to** **Absence** **Request** **History** link.
8. Click the **Return** **to** **Direct** **Reports** link to view another employee’s absence request history.