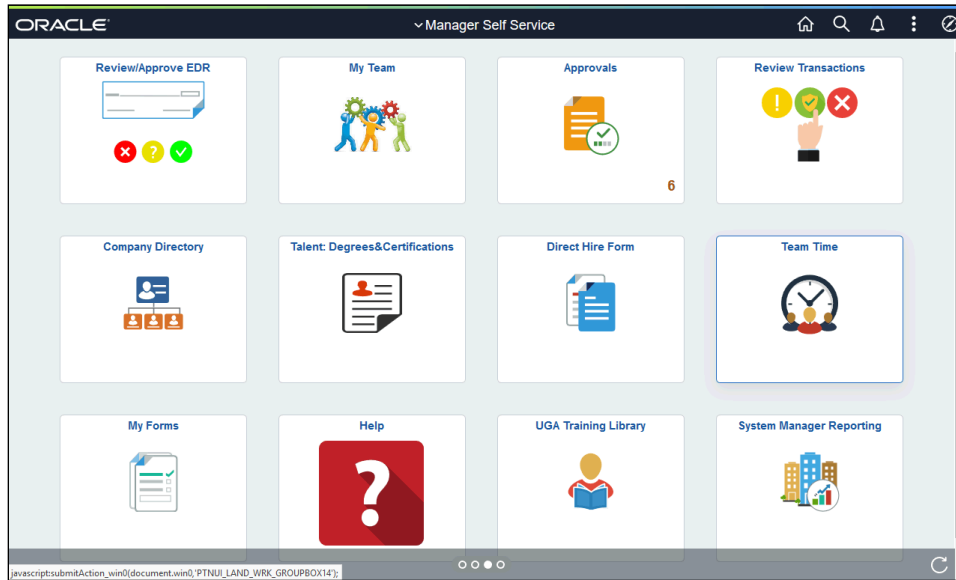
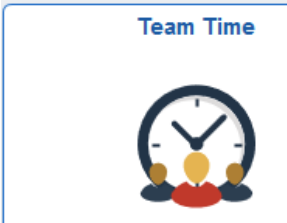
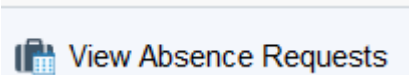






Viewing an Employee's Absence Request History as a Supervisor



Step	Action
1.	<p>From the Manager Self Service homepage in OneUSG Connect, click the Team Time tile.</p> 
2.	<p>The Team Time page is displayed.</p> <p>Click the View Absence Requests link.</p> 
3.	<p>A list of your employees is displayed.</p> <p>Select the appropriate employee.</p>



Step	Action
4.	<p>The View Request page is displayed with a view of both 90-day historical and 90-day future leave requests.</p> <p>To view an expanded history of the selected employee's leave requests, click the Filter button.</p> 
5.	<p>The Filters dialog box is displayed.</p> <p>Enter the appropriate information in the filter fields.</p>
6.	<p>Click the Done button.</p> 
7.	<p>The selected range of the employee's absence requests is displayed. If necessary, scroll down to view additional information.</p>
8.	<p>You have completed the steps to view an employee's absence request history in OneUSG Connect.</p> <p>End of Procedure.</p>