How Do I Submit a Partial Day Absence \ Leave Request?

Navigation

- 1. Log into OneUSG Connect .
- 2. From Employee Self Service, click the Time and Absence tile.
- 3. On the Time page, click the Request Absence link.
- 4. On the Request Absence page, click t he Absence Name field and select absence reason .
- 5. Enter or select the Start Date of the absence.
- 6. Enter or select the

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b. If your request is INELIGABLE, the Forecast Details will show t he amount requested, the amount granted, the amount taken, and the ending balance after the request. <u>The remaining hours</u> requested will go uncompensated.

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- 16. To save the request without submitting it, click the Save for Later button.
- 17. When finished entering all information for the absence, click the Submit button.
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