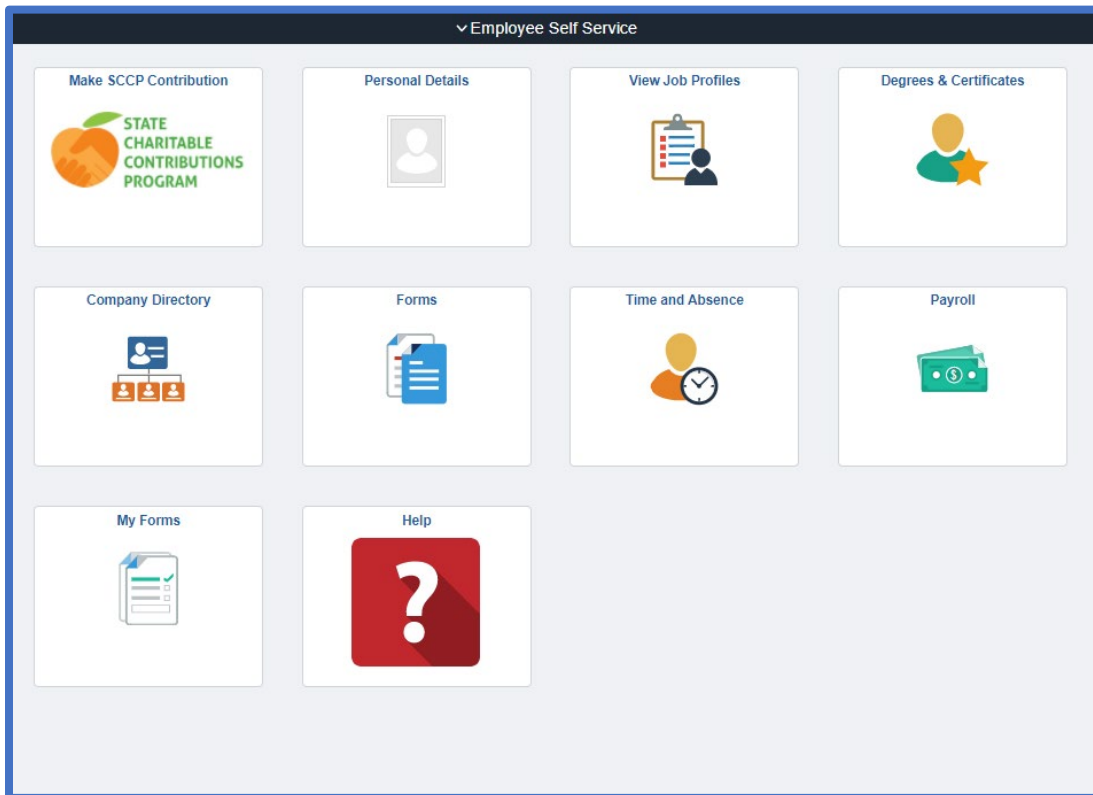



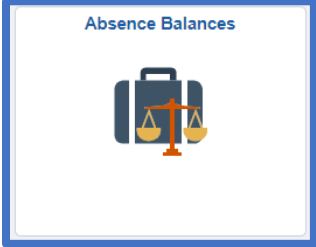
# How Do I View Absence/Leave Balances as an Employee

## Navigation

Employee Self Service >Time an Absence Tile>Absence Balances



Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> tile. 

Step	Action
2.	<p>The Time page is displayed.</p> <p>Click the <b>Absence Balances</b> file.</p> 
3.	<p>View your current absence balances.</p> <p>Absence balances may vary depending on your employee type. Absence balances do not reflect absences that have not been processed.</p> <p>For more accurate result, check balances closely after a pay period closes.</p>
4.	<p>You have completed the steps to view your Absence/Leave Balances in OneUSG Connect.</p>