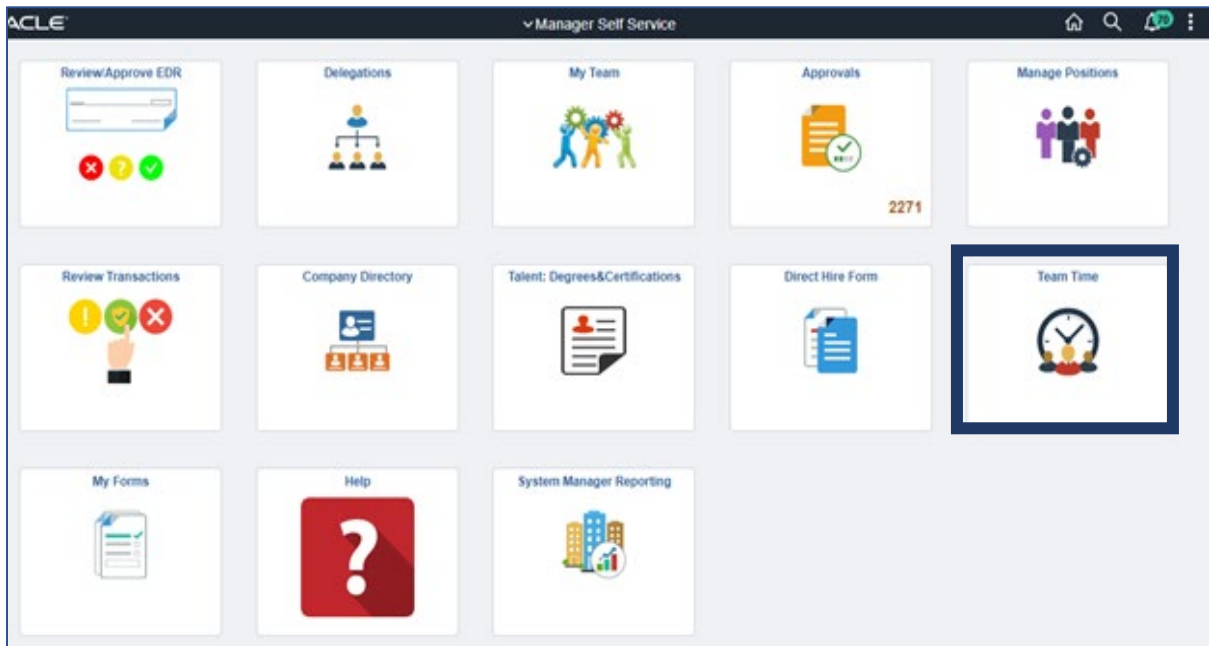



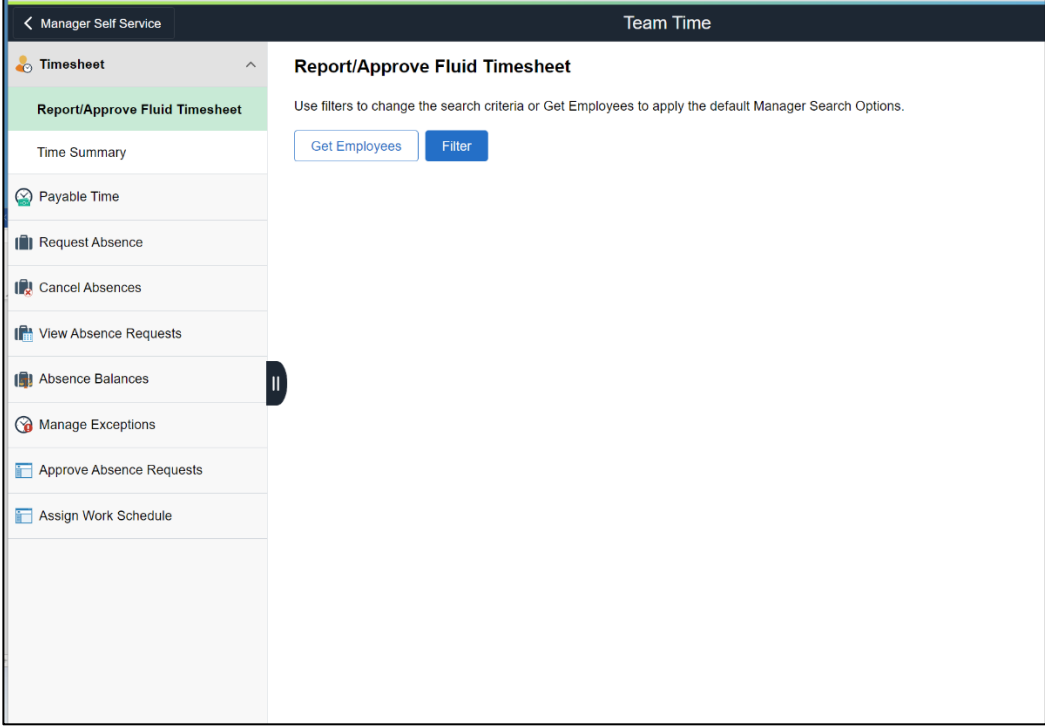

## How Do I View My Employee's Leave Balances as a Manager?

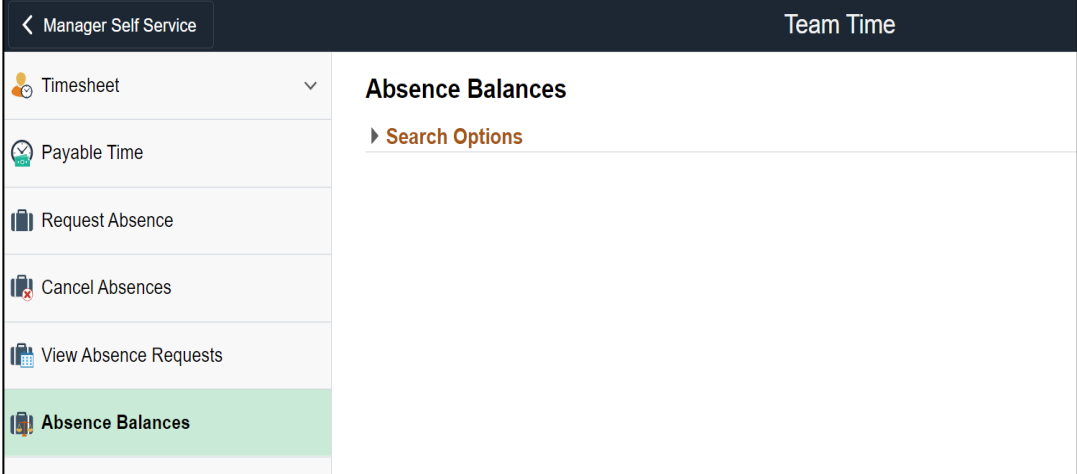
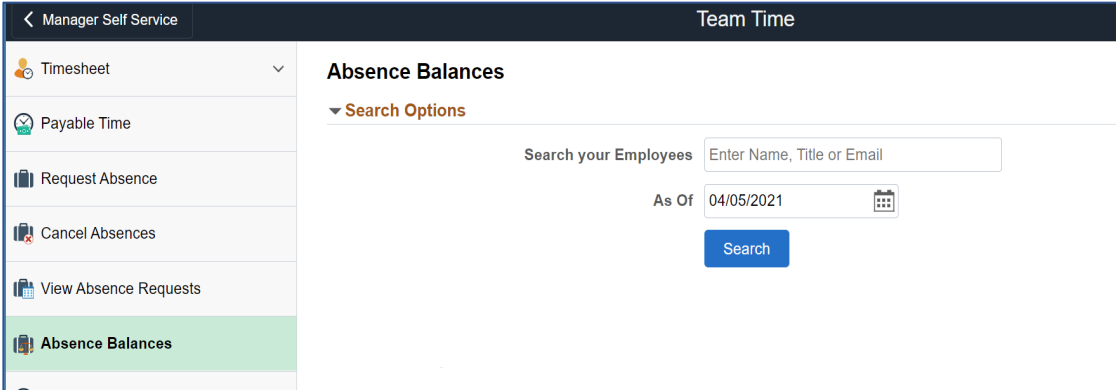
### Navigation

### Manager Self Service > Team Time Tile > Absence Balances



Step	Action
1.	From the Manager Self Service homepage in OneUSG Connect, click the <b>Team Time</b> tile. <div data-bbox="289 1455 561 1671" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

Step	Action
2.	<p>The Team Time page is displayed.</p>  <p>Click the <b>Absence Balances</b> link.</p> 

Step	Action
3.	<p>The Absence Balances page is displayed along with all your accessible employees.</p> 
4.	<p>Select the appropriate employee <b>Name / Title / ID - Record</b> link.</p> <p>The Absence Balances page for the selected employee is displayed with their leave balances.</p>  <p>Press <b>[Enter]</b> to continue.</p>
5.	<p>You have successfully completed the steps to view your employee's leave balances in OneUSG Connect as a supervisor.</p>